NEW

iPad

The Complete Manual

BOOKAZINE

Future

The independent handbook for iPad users



Welcome to iPad

The Complete Manual

The iPad has taken the world by storm, integrating itself into every environment you can think of. In the classroom, office and home, the device offers endless opportunities for improving how we learn, work and create. Today the likes of the iPad Pro, iPad Air 2 and iPad mini 4 show us a type of power, versatility and portability we could only imagine several years ago. This newly revised edition of iPad The Complete Manual shows you how to harness that power to enhance your lifestyle. Read on to familiarise yourself with your gadget and navigate the setup process, before mastering the basics of iOS 10 and Apple's fantastic built-in apps, from Apple Music to News.



iPad
The Complete Manual

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Access millions of songs straight from your iPad thanks to Apple Music. Read up on page 52



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An introduction to iPad

What makes the iPad one of the best tablets available? It's time to find out...

The original iPad completely transformed the tablet market. Its beautiful screen and fantastic built-in apps struck a chord with consumers and critics alike. Apple added to its tablet repertoire in 2012 when it launched the iPad mini – giving users a new choice that centred on even greater portability and an attractive price point. More recently Apple released the formidable iPad Pro, which comes in 9.7 and 12.9-inch models. They're the most powerful iPads ever made and show just how seriously Apple values the iPad among its product range.

Considering the long battery life and exceptional build quality, the iPad is a tablet for anyone who wants to work and play anywhere. On top of all this, iOS 10's amazing new features and revamped apps make using the iPad a dream. There really hasn't been a better time to join the iPad revolution.



An introduction to iPad





Fig 1 The simple, user-friendly Calendar app interface actually works well for complex agenda management



Fig 2 The Clock app can deal with alarms, world times and you can use it as a stopwatch if necessary

Get organised

The iPad boasts incredible functionality straight out of the box, and all the tools you need to get yourself organised are included. First up is the Calendar app, which looks quite basic at first glance, but when you dig below the surface you start to realise that the simplistic interface is actually very useful for handling hectic and complex schedules (Fig 1). You can deal with more than one calendar at once and accept invitations automatically.

The Reminders app lets you quickly add tasks that need to be completed at certain times and schedule alerts. You can even set Reminders to activate when you reach a particular location. The Clock app features the alarm function to keep you on time (Fig 2), and with the iOS 10 update it will even offer suggested bedtimes. We shouldn't forget the Contacts app, which will help you store details for every person you might need to contact.

Get work done

The iPad is not just designed for home use, it can be utilised in the workplace too. The Mail app allows you to preview Office documents when they are received and you can also use the

back issues: storemags.com



extra screen size and keyboard for writing things down using the Notes app. Then there's the Maps app, which will help you get to meetings, working out how much travelling time you can expect and what public transport options are available for your journey.

As time has passed, the potential of the iPad in the workplace has slowly been realised and thousands of apps are now available to let you undertake specific tasks. However, for the day-to-day basics that take up most of your time, the iPad's software and hardware has the capacity to help you get everything done in a timely and productive manner.



Fig 3 The Music app is now geared towards the Apple Music streaming service whereby you can listen to anything at any time

Enjoy yourself

The iPad is perfect for keeping you and your family entertained anywhere. The Videos app lets you watch movies for hours at a time before a charge is needed – perfect for long distance flights. The sound quality is superb through headphones and even the external speaker. The Music app is also on hand to play all of your synced tunes, while the introduction of the Apple Music streaming service means you can listen to whatever you want, whenever you want (Fig 3). Then there's iTunes, which takes your entertainment options



Fig 4 Music, films, audiobooks and TV shows are all available to buy through the vast catalogue in the iTunes app

How the iPad can improve your life



Productivity
The iWork suite of apps lets you produce spreadsheets, presentations and documents easily, while the touch interface makes work fun.



Lifestyle
Whether you want to make and record beautiful music or create home videos, you can do it all in style on an iPad using the iLife suite of apps.



Entertainment
The native iBooks reader lets you purchase and read eBooks that look like paper titles. You can also watch full-screen videos and play music whenever you want to.

An introduction to iPad



There are many situations where the iPad is perfect for providing entertainment

to a whole new level (Fig 4). From music to movies, TV shows to iBooks, everything you need is available to purchase and download straight to the iPad. You can also immortalise your memories using the camera to capture moments or by importing a photo collection onto the iPad for viewing at your leisure. Owing to its portability and the significant array of media options, the iPad is perfect for keeping the whole family entertained.

The 12.9-inch iPad

The Apple range now offers a super-sized 12.9-inch iPad called the iPad Pro. Lighter than a MacBook, the Pro allows its user even more creativity. The screen is physically larger than its predecessors, and is

iPad accessories

Case
iPads don't like being dropped, so a sturdy case will help you ensure that your investment lasts. Cases like the QDOS Libris also add extra functionality





Cover
There are many thin covers available that clip to the back of your iPad and cover the screen, providing protection without adding bulk to your device

Stand
You'll be amazed at how often you watch videos on your iPad. Investing in this compass stand by Twelve South will make consuming media all the more comfortable. They're affordable, easy to carry around and support all different types of iPad





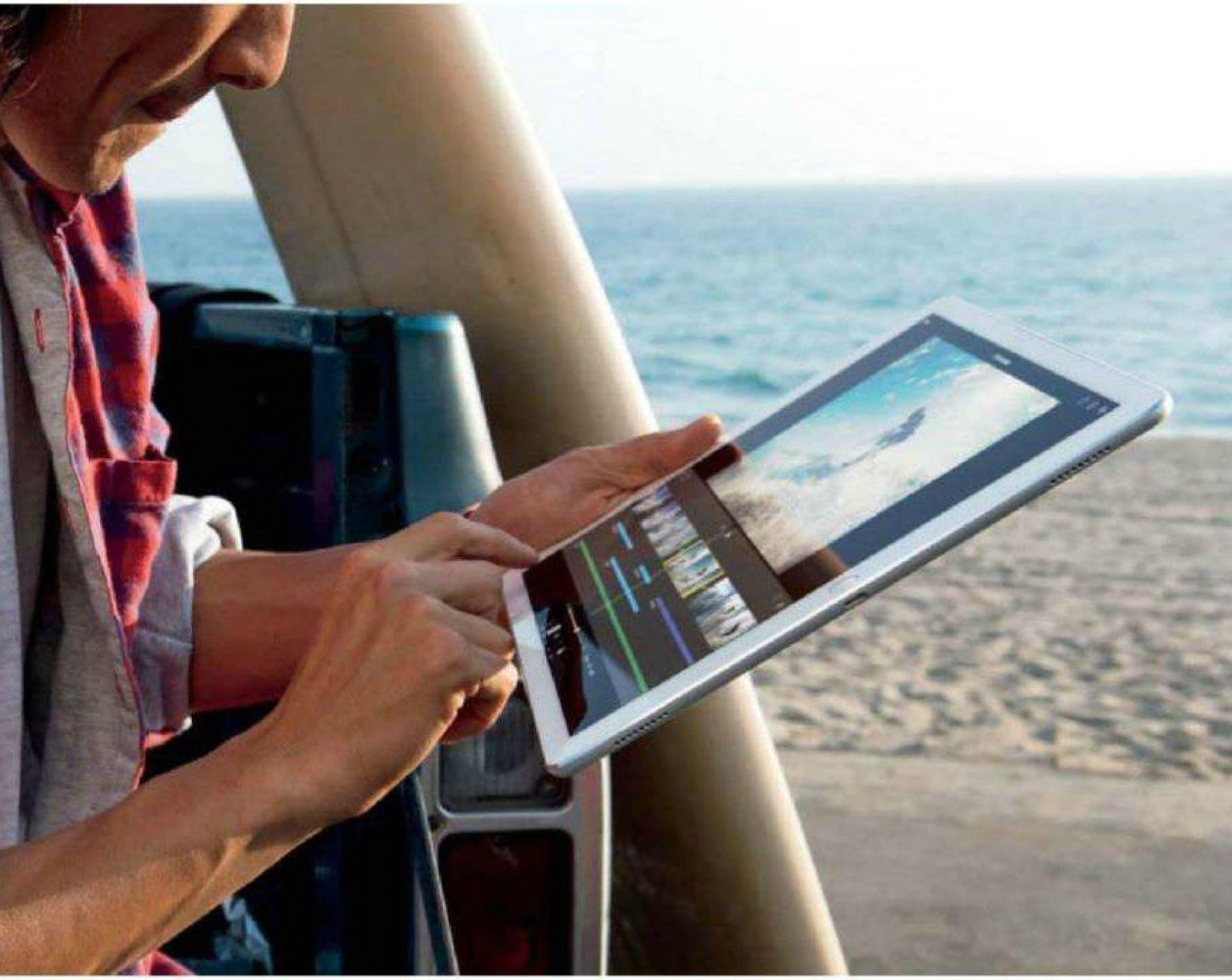


AirPods
Apple's own wireless headphones will instantly connect to your iPad when you take them out of their charging case. Expect futuristic design and seamless Siri integration

Keyboard
If you're after that authentic typing experience, then investing in a third-party Bluetooth keyboard is a wise option, especially if you write a lot of emails

Apple Pencil
If you get your hands on an iPad Pro, you can't miss out on the Apple Pencil. More than a stylus, this self-powered and highly responsive gadget lets you interact with your iPad like never before





home to 5.6 million pixels, giving it the highest resolution display of any iOS device. You can edit 4K video, and you'll notice the quality oozing from the screen. This bigger screen also allows for the native apps to work more spectacularly. The bigger space gives room for additional features, including a whole extra run of keyboard in GarageBand. Its new four-speaker audio system makes it perfect for playing films in super high quality, making it much easier to get lost in a new world. A smaller, 9.7-inch iPad Pro is also available.

Apple also offers the brilliant stylus-style Apple Pencil as a welcome accompaniment to both iPad Pros, allowing sketching out your creative ideas much easier than simply using your finger.



Fig 5 The News app takes content from your favourite news sources and delivers it in one handy digest

Top iPad applications



BBC iPlayer
Catch up and enjoy some of the finest televisual treats around with this sleek viewing portal.



Netflix
Log in to your account and stream a varied collection of films and TV shows straight to your iPad.



YouTube
If you're short of visual entertainment on your iPad, this free download is packed full of essential viewing.



Facebook
The world's biggest social network needs no introduction and should be one of your first downloads.



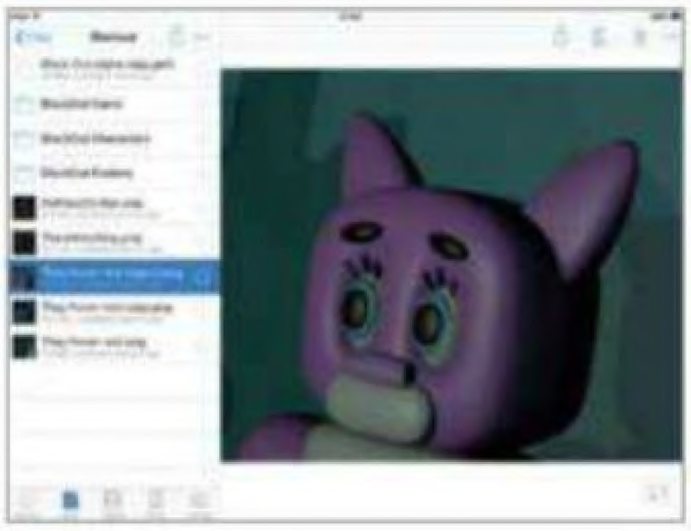
Amazon
This easy-to-use app lets you search for items to buy quickly and easily thanks to a simple interface.



Crossy Road
An Apple Design Award winner, *Crossy Road* is a great example of why gaming on the iPad is so much fun.



Pixelmator
Pixelmator is an image editor that lets you enhance images, as well as create advanced image compositions.



Dropbox
Ensure that you always have your most important files close to hand thanks to this essential cloud storage app.



djay Pro
Providing a complete toolkit for performing DJs, djay seamlessly integrates with your music library.

Multitasking tools in iOS mean you can keep two apps open on the same screen with Split View



Set up your device

We show you how to activate your iPad for the first time and familiarise yourself with what it has to offer. Here we're using an iPad Air, but the process is the same for setting up an iPad mini or Pro



If your device is new or has been recently reset you should be greeted with the Apple logo

Set up your device

1 **Turn your iPad on** To turn on your iPad for the first time, press and hold the On/Off button (the lozenge-shaped button on the top right of the tablet) for about three seconds. If your iPad is new or has been recently reset you should be greeted with the Apple logo and then, after ten seconds or so (the time may vary depending on your model), a plain screen with 'Hello' written on it (Fig 1).

2 **Resetting a pre-owned iPad** If, when you turn your iPad on via the On/Off button, you are taken straight to the Home screen, then your iPad is already activated. If you wish to reset the iPad so you can set it up as new, go to the Settings app and scroll down to the Reset option and Erase All Contents And Settings. You can then follow this tutorial to activate your iPad as new.

3 **Slide to unlock** At the plain-looking iPad screen (as shown in Fig 1), you need to slide your finger to the right across the arrow at the bottom of the screen to continue. At this screen the iPad is locked. You will need to perform the sliding motion every time you wish to wake the iPad up, but every time you're required to do this, the screen will tell you that you need to swipe, and in which direction.

4 **Waking up the iPad** If at any point during the activation process the iPad goes to 'sleep' (the screen goes blank), usually because it was left unattended, you can wake it up simply by pressing the Home button (the circular one at the bottom-centre of the iPad's front) or tapping the On/Off button (don't hold it). You'll then have to unlock your iPad.

5 **Select your language** Once you've unlocked your iPad, you will see a short list of common languages to choose from. If the language that you'd like is not in this list, tap the downwards arrow. You will then be presented with a long list of different languages. The language you choose here will be the language that your device is set to. Tap the blue and white arrow in the top-right corner.

6 **Select your Country or Region** Now, similar to choosing your language, you will have a short list of countries/regions to choose from (Fig 2). If your country or region is not in the list, tap 'Show More…' and pick yours from there. This will determine the apps that are available in the App Store and the various media available from the iTunes app, as well as the correct currency.



If you have a newer iPad, you can set up Touch ID in this process to unlock your device faster



Fig 1, Turn on Fire up your brand new iPad



Fig 2, Select your region This affects apps



Fig 3, Location Services This is used by apps

Set up your device



Fig 4, Connect to Wi-Fi Scan for networks



Fig 5, Set Up iPad Choose an option



Fig 6, Apple ID You need one of these

7 Location Services The next part of the process is dedicated to your device's Location Services (Fig 3). This allows apps to gather and use data indicating your approximate location, which is incredibly useful if you ever lose your device. For a more detailed explanation on the service, tap 'What is Location Services?' towards the bottom of the screen. Tap 'Done' when you've finished.

8 Enable or Disable You must either enable or disable the Location Services service by tapping on your chosen option – there is no option to skip the step. If you are still unsure of the purpose of this feature and need more information then don't worry; you can activate it later from the Settings app in the Home screen. Tap 'Next' to continue the activation process.

9 Connect to a Wi-Fi network Your iPad will be able to connect to the internet wirelessly via a Wi-Fi connection. If you have a Wi-Fi network set up in your house it will appear in the menu (Fig 4). Tap on it and you will need to enter your password using the on-screen keyboard. When you've entered the password, tap the Join button either on the keyboard or the dialog box.

10 If you don't have a Wi-Fi connection… If you can't access a Wi-Fi connection, but you do have a computer with iTunes installed, you can continue the activation by connecting your iPad to the computer via the supplied USB cable and then choosing the 'Connect to iTunes' option beneath any other wireless networks the iPad could pick up.

11 Set Up iPad The next screen you'll see will present you with three options: Set Up as New iPad, Restore from iCloud Backup, and Restore from iTunes Backup (Fig 5). You will most likely want to choose the first option, which requires no more than a tap of the 'Next' button in the top right to continue with the activation (Step 14). However, we will also look at the other choices…

12 Restore from iCloud Backup You should choose this option if you have an iCloud account that has a backup attached to it. Once you've chosen and tapped 'Next' you'll have to enter the Apple ID of the account that has the backup, and its password. You'll then be able to restore the iPad from the backup. New iPad owners won't use this.



You can also activate your device via iTunes by connecting it to a computer via USB

13 Restore from iTunes Backup If you choose this option you'll be able to restore your iPad from a backup kept on your desktop computer in iTunes. Connect your iPad to your computer via the USB cable and select the backup you want to use from iTunes. Note that you can also set the iPad as a new one (as if you tapped the 'Set Up as New iPad' button in Step 11) from here.

14 Apple ID The Apple ID, which you create in the next step of the activation, is one of the most important things you will do during the process (Fig 6). A tap of the 'What is an Apple ID?' link at the bottom of the screen tells you why ownership of an Apple ID is essential. You will need one to download apps from the App Store, buy songs from iTunes and purchase books from iBooks.

15 Create an Apple ID If you have yet to create an Apple ID, it's incredibly simple to do so, and you do can do it from the comfort of your iPad. Tap the Create A Free Apple ID button and you'll have to enter your birthday (which will be used in case you forget your password), your name, and the email address that will eventually become your Apple ID.

16 Sign In with an Apple ID Due to the exceptional success of Apple programs like iTunes, you may already have an Apple ID without so much as touching an iPad, Mac, iPhone, or iPod. If you have one, tap Sign In with an Apple ID and enter your ID and password. If you know you own one but can't remember the details, tap 'Forgot Apple ID or Password?' and you'll be able to retrieve it.

17 Read the Terms & Conditions After signing in with either your brand new or existing Apple ID, you will be presented with a screen of Terms and Conditions (Fig 7) that relate to your iPad and the services that you will be using, such as iCloud, Game Center and so on. If you wish to read them on a larger screen, you can email them to yourself by tapping the 'Send by Email' button.

18 All about iCloud After 30 seconds or so, you will have the opportunity to set up one of the most revolutionary services Apple has created: iCloud – a fantastic cloud service that enables you to wirelessly keep your contacts, emails and calendars across multiple devices without you having to do anything. Tap 'What is iCloud' (Fig 8) to find out more about how it can benefit your life.



An Apple ID enables you to buy music, movies and books straight from the comfort of your device



Fig 7, T&Cs You must agree to these



Fig 8, iCloud There to make your life easier



Fig 9, Find My iPad Handy to have on



Fig 10, Diagnostics Tracks your data



Fig 11, Set up complete! Start using your iPad



Fig 12, Start using your iPad Have fun!

Set up your device

19 **Enable or disable iCloud** Tap the top option to enable iCloud – it's free (although there is the option to pay to increase your storage space, which you can do in Settings). If you choose not to enable it, you will miss the opportunity to set up Find My iPad in the next step of the process. You can, however, enable it from the Settings app once you've completed the activation.

20 **The Find My iPad service** If you misplace your iPad then Find My iPad will help you locate it on a map, play a sound or display a message. You can activate this service to sync the location of your device with your iCloud (Fig 9). If you lose your iPad then you can access the service from an iPhone, iPod touch or computer by visiting **www.icloud.com**.

21 **Diagnostics and Usage** The next screen deals with diagnostics and usage data (Fig 10). Basically, Apple likes to keep track of how its products are performing, so this screen allows you to send diagnostic data straight to Apple. If you wish to keep your information private, opt for 'Don't Send'. You can change your answer after activation from the Settings app, in the 'About' tab.

22 **Your last chance to restart** The diagnostics screen offers you once last chance to restart the activation process if you're not happy with the choices you've made. To restart the process, tap the Home button (the circular button at the bottom of the iPad) once, and a menu should pop up. You will then find the option to restart the activation, where you can make the choices you want.

23 **Set up is complete!** Congratulations! You have now worked your way through the entire set-up process. A screen will confirm that the process is complete (Fig 11), so what are you waiting for? Tap on the 'Get Started' button to start using your iPad! If you press the Home button now to restart the procedure, you will just be taken to the Home screen instead.

24 **Start using your iPad** You'll be presented with your Home screen (Fig 12), so start tapping on icons to launch apps and find your way around and experiment with the gestures needed to operate your new device. Tap the Settings app and you'll have access to countless options, including ones that can reset the choices you made during the activation process.



You can change most of the choices you made during activation in the Settings app

The Home screen

Wi-Fi
This icon shows that you're connected to a network. See the icons below for more info

Time
You can change the format of the device's clock in the Settings app

Battery
This little icon will tell you how much battery power you have left



The apps
The heart and soul of ios 9. Tap on an icon to launch the app

The Dock
Many people choose to place their most used apps here in the Dock

Wallpaper
Your background is called the wallpaper. You can change it from the Settings app

Common icons

Wi-Fi
This icon shows that your device is successfully connected to the internet via a Wi-Fi network

Lock
This tells you that your device is locked. Slide your finger across the bottom of the screen to unlock it

Screen orientation lock
If you've set your device to stop switching from landscape to portrait, then you'll see this icon

3G
If you see this icon then you're connected to the web over a 3G network. Not all iPads have this

Do Not Disturb
If your device is set to Do Not Disturb mode then this icon will appear in the top-middle of the screen

Alarm
Set an Alarm in the Clock app and this icon will appear in the top right, telling you that your Alarm is active

4G
If you have a newer device, you may have access to the internet over 4G; in which case, this icon will be displayed

Battery
The icon in the top-right shows you how much power you have left. A lightning bolt will show it's charging

Location Services
The Location Services icon will appear to tell you that your device is determining your current location

Airplane mode
If you put your device in Airplane mode then you can't access the internet or Bluetooth. Look for this icon

Activity
The Activity icon will show up when something is happening on your device. Continue using it as normal

Bluetooth
If you're paired with another device via Bluetooth, then this icon will show in the top-right-corner of the screen

How to use your iPad

Learn how you can navigate and control your tablet with just a few button presses

Using an iPad is all about touch. There are very few hardware buttons included aside from the Home button on the front, the On/Off button at the top and the volume and mute keys on the side – so it's amazing that the iPad is capable of doing so much. As well as the basic tasks that you would expect it to do – turn on and off, go on standby, etc – you can use its incredible multi-touch screen in combination with the buttons to multitask and arrange and manage your apps to your heart's content. Here are some of the basic actions you need to know about when navigating your iPad.

Turn your iPad on and off



1 The power button Hold down the On/Off button (at the top of the iPad) for a couple of seconds to turn the iPad on from a cold start. The 'Slide to Unlock' screen will appear quite quickly.



2 Turn off Hold the On/Off button for a few seconds when the iPad is on.



3 Slide to turn off Slide the slider at the top to turn your iPad off.

Put your iPad to sleep



1 Don't hold it Press the On/Off button as normal, but do not hold it down for too long.

2 Standby mode The screen will go blank and the iPad is now in standby mode ready to start again.

Charge your iPad





1 Use the kit Plug the charger cable into the bottom of the iPad.

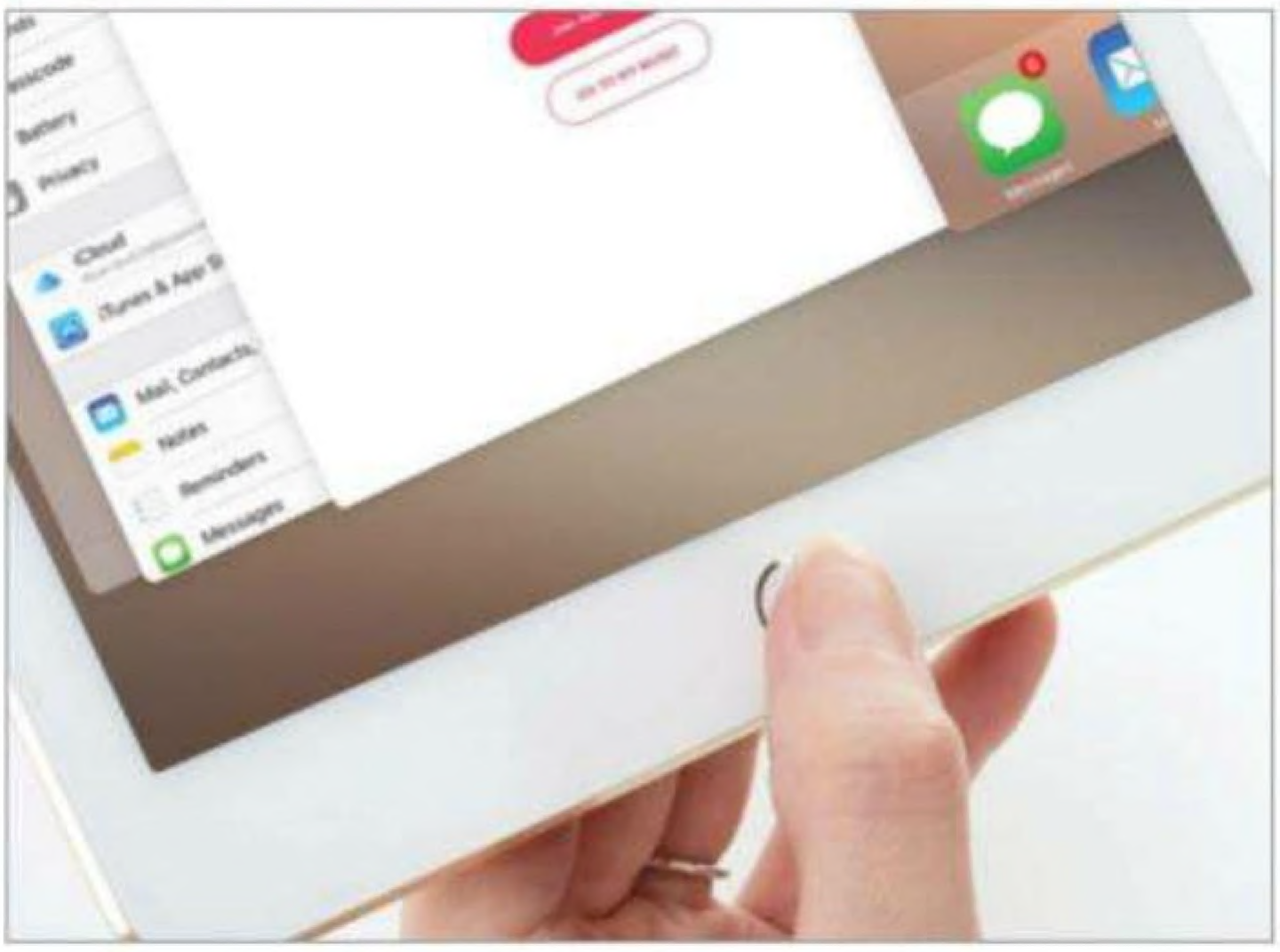


2 Plug it Plug the cable into the AC adaptor that comes with the iPad.



3 USB You can also charge the iPad by USB, but it's not the quickest way.

Multitasking



1 Double-tap Home No matter what app you are in or where you are, double-tap the Home button to bring up the multitasking panel. This displays your open apps and allows you to switch between them.



2 Select apps Slide your finger to the right to find an app you want to load.



3 Close it You can close the app with a flick up from the multitasking screen.

Manage your apps



1 The Home screen To navigate the Home screen you will mostly use the swipe gesture to switch between multiple screens of icons. Simply swipe to the left to see the next screen and to the right to return to the first.

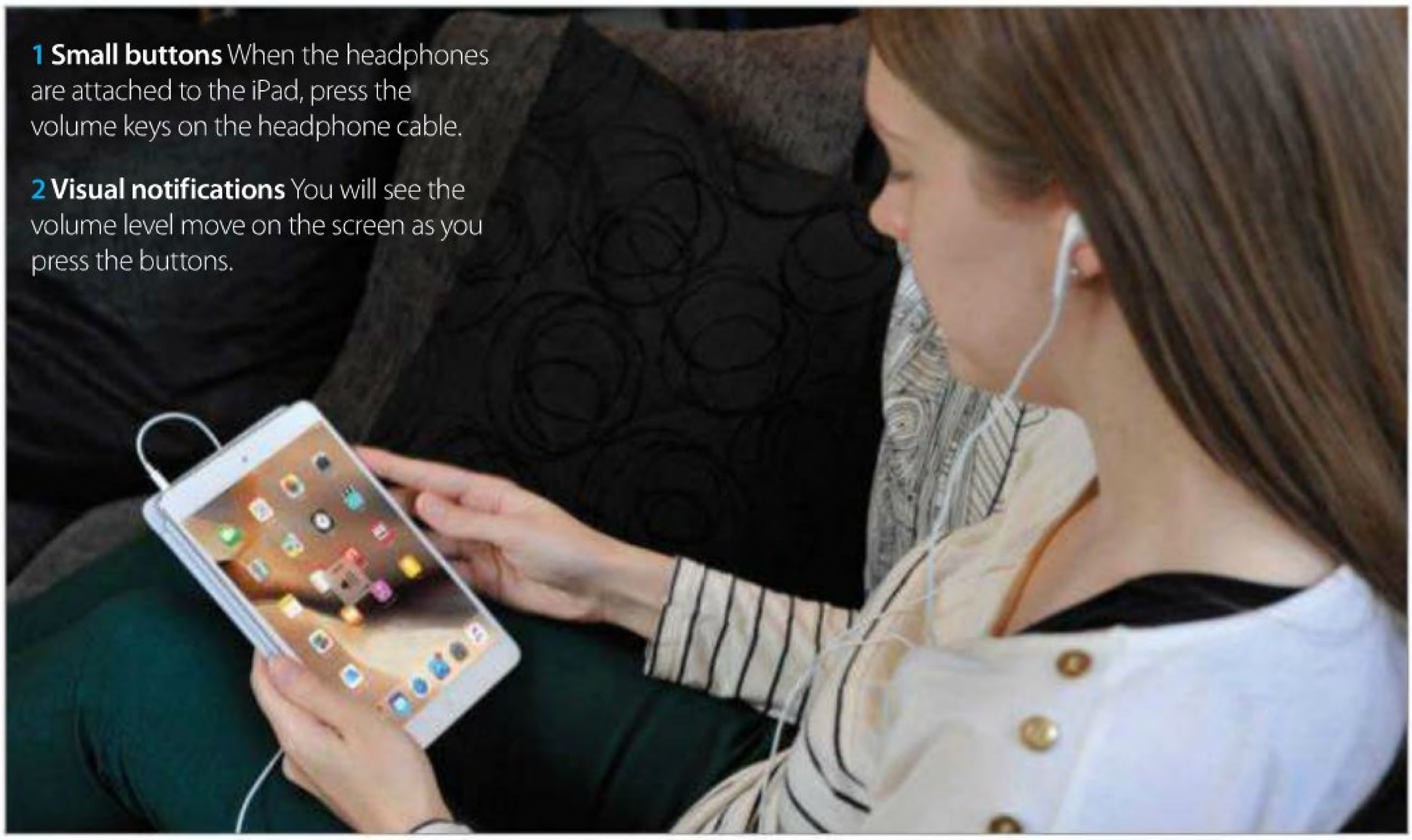


2 Tap and drag Tap and hold on an app and drag it around to move it.



3 Folders Drag one app over another to create an app folder.

Change the volume with headphones



1 Small buttons When the headphones are attached to the iPad, press the volume keys on the headphone cable.

2 Visual notifications You will see the volume level move on the screen as you press the buttons.

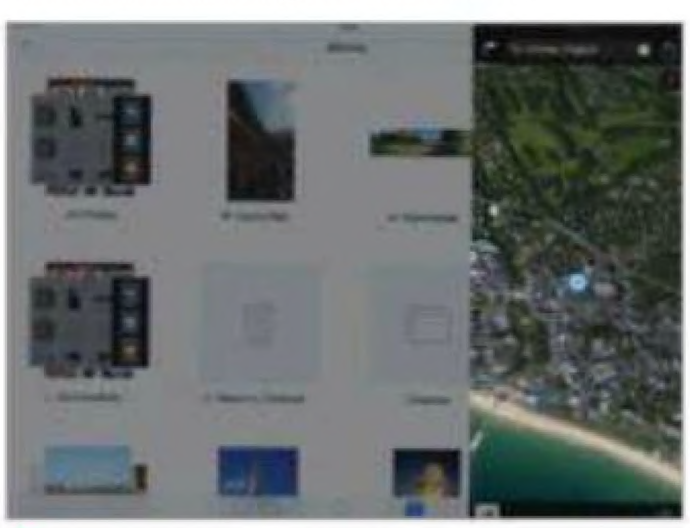
Use the Multitasking feature



1 Turn it on In order to use Multitasking while using other apps, you must go into Settings>General>Multitasking and make sure you have toggled on Allow Multiple Apps. Now you'll be able to use split screen.



2 Swipe right While in an app, swipe over from the right-hand side.



3 View app Tap on the app you want to see and it will appear on the right.

Mute your iPad



1 The Mute button Slide the small button above the volume to reveal a red marker. This will mute the iPad, which can be useful to stop alerts. The iPad Air 2 doesn't have this button, so you can mute the device through the Control Centre.



2 Use the keys Hold the volume down button to mute.



3 Control Centre gives you quick access to the volume gauge.

Set the rotation lock

1 Control Centre Flick up to launch Control Centre and then select the rotation lock icon.

2 The Mute button In Settings> General you can set the Side Switch to lock the rotation.

3 Landscape as well You are able to lock the rotation in both portrait and landscape modes.



Adjust brightness



1 Use slider You can also find a shortcut to adjust your iPad's output in the Control Centre.



2 Slide for brightness Move the slider left and right to adjust the brightness down and up.



Fig 1, Tap You will need to tap to launch apps



Fig 2, Scroll Drag your finger to navigate around



Fig 3, Swipe Use this gesture to switch pages



Fig 4, Drag Keep your finger held down



Fig 5, Pinch Use this gesture to zoom out

Hand gestures on your iPad

Learn the many ways you can control your iPad using the power of your fingers

1 Tap Tapping is the main way you will navigate your iPad. To open an app, you must tap it from your Home screen, for example (Fig 1). You'll mainly be tapping the iPad to select things like web links in Safari, songs in Music, or pictures in Photos. You'll also need to tap to type on the on-screen keyboard when it appears in numerous apps such as Mail, Messages, Reminders and Notes.

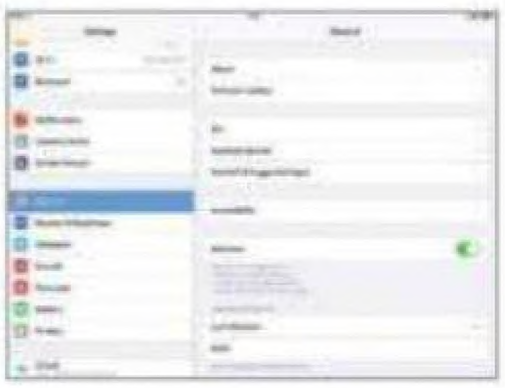
2 Scroll Scrolling is when you drag your finger up or down the iPad's screen (Fig 2). This is most useful when the iPad can't fit all the information on one screen, so you need to slide your finger up to move the screen down and vice versa. This is most common in apps like Safari, Notes and, depending on the size of your collections, Music and Videos.

3 Swipe Where scrolling is vertical, swiping is horizontal – you just need to move your finger from left to right or vice versa. Once you start filling your iPad up with apps, you'll need to swipe to switch between pages of apps on the Home screen (Fig 3). It's also needed to flick through the pages of your ebooks in iBooks and your magazines in Newsstand.

4 Drag Dragging is when you tap and hold your finger on the iPad, then drag it anywhere else on the screen. It's essential when moving apps around on the Home screen. Tap and hold on an app until all other apps start wobbling. You can now drag it to its rightful place on the Home screen. It's rarely used in other native apps, but common in third-party games.

5 Pinch Widely used among built-in and third-party apps, the pinch is a very useful gesture. To perform it, place two fingers on the screen and bring them together (Fig 5). It won't do anything on the Home screen, but in many apps, including Photos and Maps, it zooms out the display. The more distance between your two fingers, the larger the zoom.

6 Spread The spread is essentially the opposite to the pinch: rather than bringing two digits together, you spread them apart (Fig 6). The effect is also the opposite, as rather than zooming out, you zoom in instead. This is particularly useful in Safari, when perhaps you need to zoom in to read particularly small text; or Photos, when you want to inspect an image close-up.



Enable Multitasking Gestures by going to Settings, then General, and tapping the slider



Fig 6, Spread Use this gesture to zoom in

7 Five-finger pinch After enabling Multitasking Gestures in the General section of Settings, you will be able to perform a four or five-finger pinch. This works in most apps, and it will automatically take you back to the Home screen. To perform the pinch, place all five fingers on the iPad screen and then bring them all towards a single point (Fig 7).



Fig 7, Five-finger pinch Use this to go Home

8 Five-finger scroll To access your recently used apps quickly, place all five fingers on the iPad screen and then move them all upwards (Fig 8). This will reveal the multitasking bar. From here you can choose a recently used app to use by tapping on it. If you tap and hold the app you will be able to remove it from the multitasking bar by tapping the red icon.



Fig 8, Five-finger scroll up Access multitasking

9 Five-finger swipe left/right To switch between apps quickly, place all your fingers on the iPad, then move from right to left (Fig 9). This gesture enables you to switch quickly between your current app and last used app without bringing up the multitasking bar. You don't get a selection of apps to choose from, so it's most useful when frequently moving between two apps.



Fig 9, Five-finger swipe Use this to switch apps

10 Three-finger double-tap To enable these next three gestures, you must activate them by going into the Settings app, tapping on Accessibility and then choosing Zoom. Once enabled, if you double-tap the screen with three fingers you will zoom into the screen (Fig 10), similar to the Spread gesture. However, this gesture can be done anywhere – including the Home screen.

11 Three-finger scroll When you're zoomed in with a three-finger double-tap, you can navigate around the screen by tapping and holding three fingers on the iPad and scrolling with them. This enables you to navigate around a zoomed app (or the Home screen) while still letting you use normal gestures (such as Tap and Swipe) to operate the app.



Fig 10, Three-finger double-tap Enable it first

12 Three-finger drag The regular three-finger double-tap zoom is binary: it's either zoomed or it's not. To change the level of zoom, double-tap the iPad with three fingers again, but hold your fingers down after the second tap. Now scroll up or down to change the level of zoom. No matter how far you zoom in, a three-finger double-tap will bring you back to where you were.



Fig 1, Settings Personalise your iPad



Fig 2, App Store Home to over 750,000 apps



Fig 3, iTunes Your online entertainment store



Fig 4, Music It's easy to listen to tunes in Music



Fig 5, Safari Browsing with tabs in Safari

Applications

Find out what Apple's built-in apps can do to enhance your lifestyle

Settings This is where you'll be able to change how your iPad works. You can connect to Wi-Fi, passcode-protect your device and update the software, among many other things – all from this app. See page 32.

App Store Although the built-in apps on your iPad are fantastic and will benefit your life in many different ways, you can download and buy more apps from Apple's built-in App Store. See page 44.

iTunes Through this service you can download the hottest new albums and films, all from the comfort of your sofa. Just search for what you want, tap to make a purchase and you'll have it in minutes. See page 48.

Music Listen to all of your purchased iTunes music, or tunes you've transferred to your iPad. You can also enjoy Apple Music, a Spotify-like streaming service available to Apple users. See page 52.

Videos All of the TV shows and movies that you've downloaded from iTunes, along with any that you've transferred from your computer, will be viewable through this simple but effective app. See page 56.

Safari This app is the best way to browse the internet on your iPad. Provided you're connected to Wi-Fi, you can use Safari to surf the web with tabs, browse privately or add items to read offline. See page 60.

Mail Round-the-clock access to your email account is vital in today's world. Your iPad's Mail app helps you achieve this with an easy setup process and an intuitive interface. See page 64.

Calendar If you need to organise your life, then check out this app. It enables you to set up events, schedule appointments and basically take control of your day, week, month or even year! See page 68.

Contacts Keep in touch with everyone with the iPad's built-in address book. On the iPhone, find your contacts within Phone, or add the Contacts app on the Home screen from the Utilities folder. See page 72.

Messages Send a text message using your iPad or take advantage of iMessage – a free messaging service that enables you to send text and picture messages to users with other iOS devices. See page 76.

Reminders If you find yourself regularly forgetting to do various tasks, use the Reminders app to give you a nudge. Set priorities and the exact times at which you need to be reminded. See page 80.

Notes Filled with tools to add a touch of style, with notes you can create quick and easy to-do lists, add content from other sources and even scribble new notes down using your finger. See page 82.

Maps This app will help you keep track of where you are in the world. It'll give you directions and show you how bad the traffic situation is, among many other things. See page 84.

Clock Find out the time in different cities, set yourself alarms and use the stopwatch to time activities. You can also let the Bedtime function make suggestions for when to sleep. See page 88.

FaceTime Of course your iPad can't make a phone call, but it doesn't need to – it has FaceTime! Chat face-to-face with someone on another iOS device for free using a Wi-Fi connection. See page 90.

Camera It may surprise you, but your iPad is capable of taking some very good pictures – especially the newer models. So use the exceptional built-in Camera app to your advantage. See page 92.

Photos Once you've taken your photos or videos, you'll need a place to view them. Luckily, the Photos app is the perfect place for you to marvel at your images, and even make edits to them. See page 96.

Photo Booth Nevermind stale and boring shots, make sure you add a touch of colour and craziness to photos taken on your iPad. Start with some mad selfies and see where it takes you! See page 100.

News Revamped for the iOS 10 update, News replaced the Newsstand app and provides a handy one-stop news digest for all of your favourite news sources. See page 102.

iBooks If you fancy reading something a bit more traditional on your iPad, then check out iBooks. The iBook Store holds thousands of ebooks, which can all be read the way you want. See page 106.

Podcasts Looking for a bit of entertainment to fill a dull moment? This app will supply audio or visual entertainment that's music to the ears. Just launch the app and see. See page 110.

iCloud Drive The app for iCloud Drive offers a robust and reliable cloud storage service that enables you to store all of your documents, images and more, whenever you need them. See page 112.

iMovie If you want to turn your iPad movies into something special, look no further. You can cut trailers, add special effects, and turn your family into the stars of professional-looking films. See page 114.

GarageBand Start learning to play instruments the easy way, using this iPad app. Strum tunes and compose songs before starting the editing process in-app. See page 118.

Pages This app turns your iPad into an amazing mobile word processor. You can create documents on the go in style by downloading Pages from the App Store. See page 120.

Numbers This is an intuitive app, made by Apple and available from the App Store, that helps you create spreadsheets and present your data in a format that's easy to understand. See page 124.

Keynote Perfect for creating your own professional slideshow presentations, Keynote is a fantastically easy-to-use app that will make your information much more appealing. See page 126.

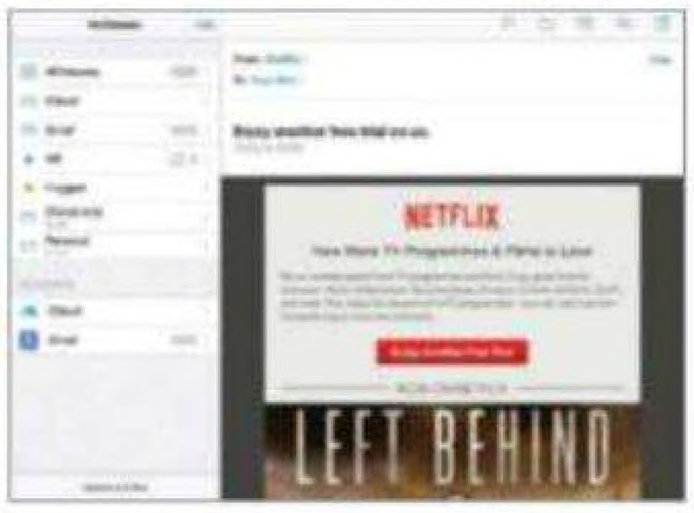


Fig 6, Mail Organise your emails with ease

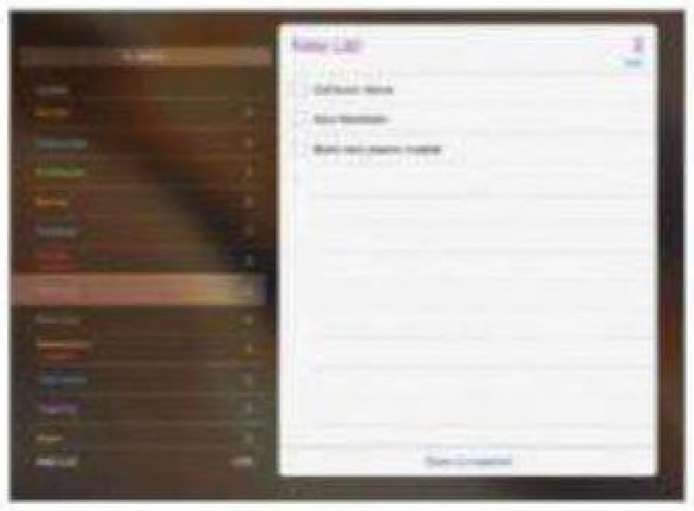


Fig 7, Reminders Never forget anything again



Fig 8, Maps Use Maps to find your way



Fig 9, Notes Easier to use and more versatile



Fig 10, iCloud Drive Sync your files wirelessly



Settings

We provide you with a guided tour around the nerve centre of your iPad

You'll use it to...

Connect to the internet
Establish a Wi-Fi connection to your iPad

Manage notifications
Determine how your iPad alerts you to various things

Personalise your iDevice
Change the wallpaper, accessibility of your iPad and much more

Manage your iCloud
Connect to your cloud, and manage your storage and backup

Enable restrictions
Passcode-protect your iPad and set age restrictions on apps

Get social
Log into your Twitter and Facebook accounts to integrate them into your apps

Take control of your iPad

The Settings app, which you can launch by tapping its icon on the Home screen, is where you can tailor the functionality of your iPad to suit your needs, as well as personalise its appearance and services. In Settings, the categories are laid out in the left-hand column, freeing up the right-hand side to display the options (Fig 1).

Notification Centre

Your iPad is constantly alerting you to new things – incoming emails, messages, Facebook friend requests and other assorted app alerts. Notification Centre lets you keep track of them easily by accessing a handy drop-down panel. To access your Notification Centre, swipe down from the top of the screen and all of your recent notifications will be displayed in a list. To tailor your Notification Centre to your own specific needs, launch the Settings app and then tap on the Notifications section from the main



Fig 1 (above) In the Settings app, the functions are listed on the left and the options on the right



Fig 2 (right) Tap 'Edit' in your Notifications settings and press and hold on the list icon next to an app to change the order

Settings list. The main Notifications screen in Settings presents a list of apps that are in your Notification Centre (Fig 2). To determine how your iPad receives alerts, tap on an app in the list and you can set the style of alert, as well as whether or not it will flash up on your Lock screen. Read on in this bookazine for more detailed information on Notification Centre.



iCloud

Apple's iCloud service is free to use, storing your music, photos, documents and more. It wirelessly sends them to all of your iOS devices without you having to manually transfer files. Over time this service has grown and expanded to include several really handy features. Family Sharing allows up to six family members to share purchases from iTunes and the App Store, while providing options to pay for your family's digital purchases from the same credit card. You can also approve the kids' purchases from your device. The Keychain feature lets you save all your passwords and personal details in the cloud, so they can be used on any device. iCloud Drive is a place where you can store all of your documents and files – it not only lets you access them on any device, but it pick files from one app to open in another app. With iCloud, the possibilities are endless.

Back up your iPad

As you will have all sorts of important stuff on your iPad, iCloud will provide peace of mind by automatically backing up your device daily over Wi-Fi when it's connected to a power source. When you plug it in, everything is backed up without you having to lift a finger. When you set up a new iPad or need to restore the information



Manage your iCloud storage by tapping on the 'Storage' option in the iCloud settings

Connect to the internet via Wi-Fi



1 Go to Wi-Fi Settings
In Settings, tap on Wi-Fi and ensure that the slider is set to 'On'.



2 Choose network
Your device will scan for networks. Tap on a Wi-Fi network to select it.



3 Enter password
You'll be prompted to enter your password. Do so, then tap 'Join'.



4 Connected
A tick will indicate that you are connected to your network.



Fig 3 Ensure all of your essential data is backed up in the background by enabling the iCloud Backup option

Settings

held on another iOS device, iCloud does all the heavy lifting for you. Just connect your iPad to Wi-Fi, enter your Apple ID, and then all your purchased music, TV shows, books and apps, will appear on your device.

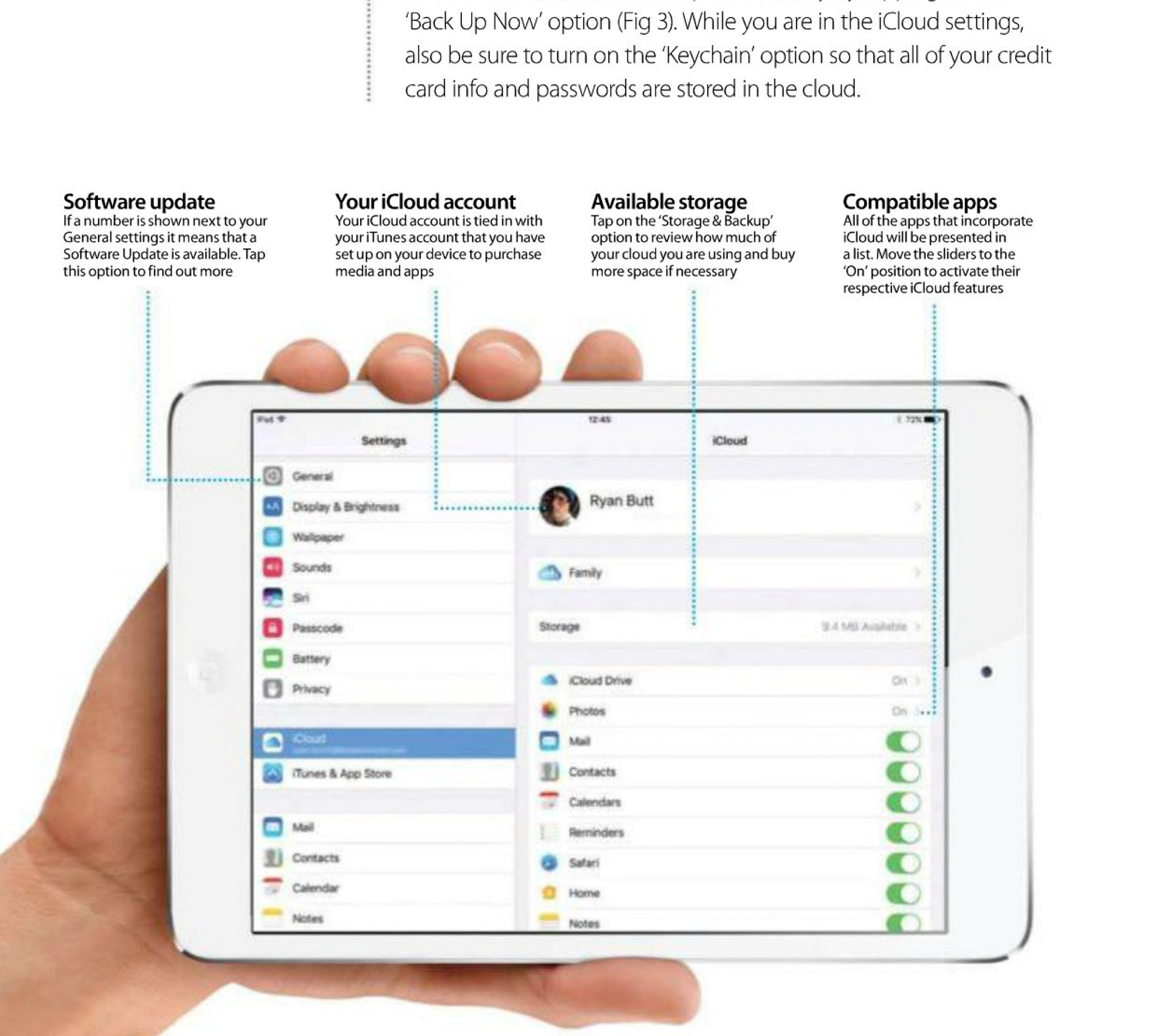
To activate this service, launch your Settings app and tap on the iCloud section. Next, tap on the Backup option in the list if iCloud services and ensure iCloud Backup is turned on. All of your data will be backed up when your iPad is plugged in, locked and connected to Wi-Fi. You can also back it up immediately by tapping on the 'Back Up Now' option (Fig 3). While you are in the iCloud settings, also be sure to turn on the 'Keychain' option so that all of your credit card info and passwords are stored in the cloud.

Software update
If a number is shown next to your General settings it means that a Software Update is available. Tap this option to find out more

Your iCloud account
Your iCloud account is tied in with your iTunes account that you have set up on your device to purchase media and apps

Available storage
Tap on the 'Storage & Backup' option to review how much of your cloud you are using and buy more space if necessary

Compatible apps
All of the apps that incorporate iCloud will be presented in a list. Move the sliders to the 'On' position to activate their respective iCloud features





Under the General Settings, tap on 'Software Update' to search for possible iOS updates

Change the wallpaper

If you want to change the appearance of your iPad, you can do so under the 'Wallpaper' option in Settings. To change the wallpaper, tap on the 'Choose a New Wallpaper' option and you will be presented with three sections to browse. The first, called Dynamic, allows you to choose from a selection of pre-loaded animated wallpapers. The second option, Stills, provides a selection of still images that are already installed on your device, while the third, called Photos, lets you fashion a background out of an image in your Photos app. Whichever option you choose, tap on your selection and it will be displayed full-screen. Now simply tap either the Set Lock screen or Set Home screen buttons to instantly set the image as your chosen backdrop on either your Lock screen or your Home screen. Alternatively, tap on the Set Both option to use the same image for both screens.

Enable parental restrictions

As you have invested quite a significant sum of money in your iPad, as well as the various apps and iTunes media content that you have bought, you will naturally want to impose restrictions on who can

Customise Spotlight



1 Go to Spotlight Search Settings
In General Settings, tap Spotlight Search and pick the apps to include.



2 Initiate a search
On your Home screen, swipe down to access the Spotlight Search feature.

Set keyboard shortcuts



1 Access keyboard settings
In the Settings app, tap on General and then Keyboard.



2 Enable shortcuts
Move the shortcut sliders to 'On' to enable the various features.



3 Adding shortcuts
Tap on 'Text Replacement' and add your own by tapping '+'.



4 Creating shortcuts
Type in a word or phrase followed by the shortcut you wish to use.

Set a passcode



1 Tap Passcode
In the Settings app, tap on the standalone 'Passcode' option.



2 Turn it on
Tap on the 'Turn Passcode On' option at the top of the page.



3 Enter a code
Enter and confirm a four-digit code to protect your device.



4 Secure passcode
Tap 'Passcode Options' to select a different, more secure code.

Settings



To prevent other users buying apps, go to General>Restrictions> Password Settings

access your material. Likewise, if your device is shared throughout the family then enabling restrictions will mean that inappropriate material cannot be accessed through the device and expensive apps can't be purchased by accident.

To start enabling restrictions, go to the General Settings section and tap on Restrictions. By tapping on the 'Enable Restrictions' option at the top of the page, you will first be required to enter a four-digit passcode. Do so and then move the sliders to the 'On' position for the apps that may be accessed and then review the list of allowed content. To impose greater restrictions, go back to the General page and tap on Passcode Lock.

Explore your privacy settings

If you value your privacy then you may have already explored your iPad's privacy settings and have things set up exactly how you want them. However, if you have only recently upgraded your iPad's firmware to iOS 10 then new settings will come into play and your original configuration may have been reset. Tap on the 'Privacy' section and tap on Location Services. This screen displays the apps that you have permitted to track your location. Featured on this

Impose restrictions



1 Tap on Restrictions
In the General Settings page, tap on the 'Restrictions' section.



2 Enable restrictions
Tap on Enable Restrictions and then set a four-digit passcode.

screen will be a list of the apps that have been granted permission to track your location (Fig 4). Consider whether certain apps really require location data to work properly; turn Location Services off if you deduce they don't need it. This will help conserve your battery power if nothing else.

Back out to the main Privacy screen, scroll down to see two curious options: Diagnostics & Usage and Advertising. The first category, Diagnostics & Usage, sends info on what you do on your iPad to Apple in order to help improve services, so do you want that enabled? Probably not. Now tap on the Advertising option and consider limiting the amount of usage information that is sent to Apple and its partners to gauge your location and tailor ads accordingly. Again, knowing what options you do and don't need can help ensure that your device's battery life lasts noticeably longer to keep you up and running.

The apps



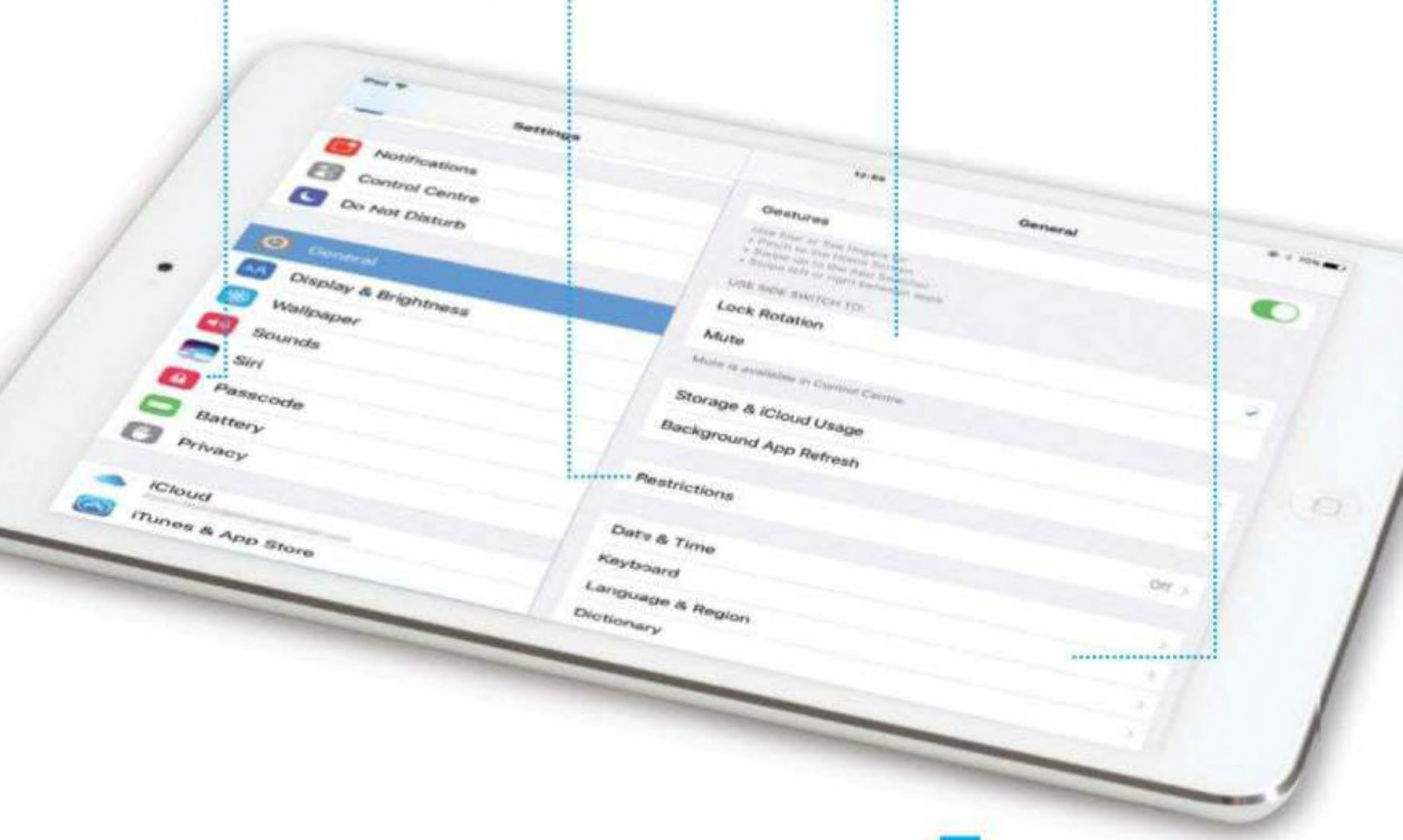
Fig 4 Tap on Location Services to view all of the apps that currently have access to your location. You can turn them off here

Passcode Lock
Activate this feature to protect your device from unwanted users. You can set a four-digit code or something more complicated

Restrictions
If your device is used regularly by others, then you can set certain restrictions to protect your device – and them – from tapping on the wrong thing

Lock rotation
Sick of your iPad screen flipping between portrait and landscape when you accidentally tilt your device? Then lock it here

Keyboard
You can set the keyboard up to be both easier to use and quicker to type by adjusting the various Keyboard settings





Notification Centre

Notification Centre allows you to view your daily events and any alerts that pop-up within the system

You'll use it to…

View your calendar events
Calendar events, including a snapshot of tomorrow's schedule can be viewed via the Notification Centre

Launch your calendar
Viewed events can be selected to launch the Calendar app

View app alerts
Any apps that send notifications will be listed in the 'All' section

Launch apps
Similarly app alerts can be selected to launch the chosen app or function

View missed calls
Any missed calls (including FaceTime) will be listed here

Customise notifications
You can use the Home>Settings option to customise your Notifications

Stay up to date

The Notification Centre, when configured properly, can be a useful tool. It allows you to view your calendar events for the day and a brief snapshot of any scheduled events tomorrow. Additionally you can view any third-party app alerts such as a connect message in Twitter, or you can view any missed calls or text messages.

View your notifications

In iOS 10, the way that notifications are handled and displayed has changed slightly. You can swipe down from the top of the screen to view all of your recent notifications (Fig 1), including reminders, recent emails, missed calls/FaceTime calls and breaking news stories, but you can also swipe right too (Fig 2). Doing this will present an



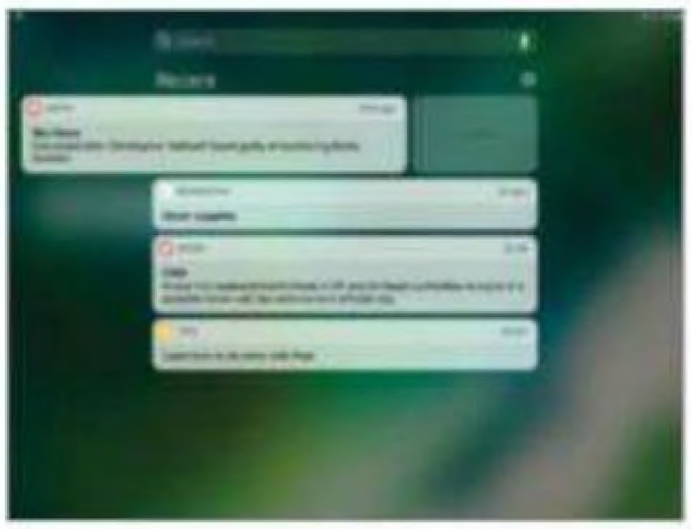
Fig 1 (above) Swipe down to view all of your recent app notifications



Fig 2 (right) In iOS 10 you can swipe right to view app widgets, which presents all of your essential, at-a-glance info…

overview of your day, including a local weather report and major notifications. These may be calendar appointments and reminders, as well as top news stories, all of which are presented as widgets (scaled down info-nuggets from the apps they have come from).

While on this screen, you can tap on the 'Edit' button to add more widgets for apps like Maps, Notes, Tips and more. You can also prioritise the widgets you have enabled by pressing and holding on the three-line list icon and dragging them up or down. If you want to remove any widgets from your Notification Centre then you can do so simply by tapping the red '–' icons.



Dealing with recent notifications

All of your recent notifications can be accessed by swiping down from the top of the screen. Once you have read a notification, simply press and hold on it and then swipe it to the left to remove it. If you wish to clear all of your recent notifications then you can do so by tapping on the 'X' icon in the top-right corner of the notifications screen.

Change Notification Centre settings

To adjust how notifications are handled, head to Home>Settings> Notifications. From here you can tap on each individual app that uses notifications and determine whether they are shown in your Notification Centre, whether the notifications appear on the Lock Screen and the style of the alert that they give. If you no longer wish for an app to send you notifications, you can simply turn off the 'Allow Notifications' slider to ensure that the respective app no longer appears in your Notification Centre.



Set certain notifications as 'Alerts' to ensure that they require an action before they vanish from view

Adding new widgets



1 Access Notification Centre
Swipe to access your Notification Centre and then tap Edit.



2 Adding widgets
Scroll down to see a list of additional widgets to add.



3 Tap to add
Tap on the green '+' icons to add new widgets to your notifications.



4 Change order
Change the order by pressing on the line icons and dragging.



Control Centre

Seize control of your iPad and perform a host of essential functions in a flash

You'll use it to...

Control brightness
Make your screen brighter or dimmer

Enable items
Toggle Wi-Fi, Bluetooth and Airplane Mode

Stop disturbances
Activate the 'Do Not Disturb' function

Light the way
Turn on an iPad's torch

Take a picture
Quickly launch the iPad's camera app

Control your music
Play, pause and beam your tunes to other compatible devices

Control your home
Connect to your enabled in-house gadgets thanks to the Home app

Stay in control

With the release of iOS 10, Control Centre has changed. You can now swipe up to enable/disable certain features and access your torch, timer and calculator (Fig 1). You can also swipe left to access separate panels to control your music, your home and more.

Control your music

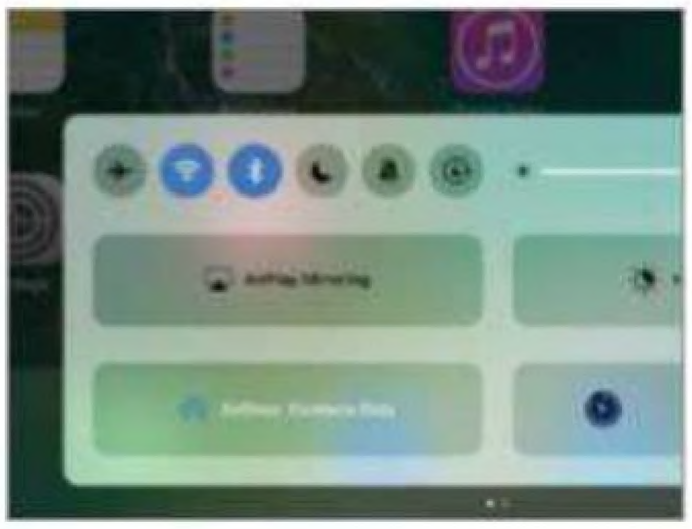
Swipe up to access your Control Centre, then swipe left to access your music playback controls (Fig 2). Press the triangle 'Play' button and a song from your music collection will play instantly. You'll then see the name of the song and the artist being played. A slider below the name of the song lets you move back and forth within it. Use the forward and back buttons to skip tracks and the sound slider to increase or decrease the volume. Pressing 'Stop' kills the music, but if the screen goes into lock mode without turning the music off, it remains playing. You can also send the song to other devices, such as Apple TV – ideal for when hosting parties.



Fig 1 (above) The Control Centre is neat and easily accessible



Fig 2 (right) Control your music instantly via the playback options



Share with AirDrop

AirDrop was introduced with iOS 7. It's an innovative feature that lets you share documents and images seamlessly with those around you – perhaps your contacts or anyone else located within reach of your iPad, depending on your preference. AirDrop lets you see which of your contacts are nearby and allows you to share content with them. Since the transfer is peer-to-peer, you don't need to be connected to a network, nor do you need to set it up. And if you worry about security, fear not. The data is encrypted to ensure privacy, meaning it can't be intercepted.

One-touch controls

Being able to access some of your iPad's most essential functions in mere seconds makes life much easier. Straight away, for example, you can press the plane icon to switch on Airplane Mode, ensuring you comply with flight regulations but still have access to information stored on your phone.

The same applies for other options, including Wi-Fi. A simple tap lets you turn Wi-Fi on and off, which will help save battery power when you're desperate. Bluetooth can also be enabled and disabled, while the moon icon lets you activate the 'Do Not Disturb' function so that all phone calls will be directed straight to voicemail. You can also lock and unlock the screen rotation.

The torch icon turns on the flash of an iPad to light the way. The timer lets you perform a countdown and also set up alarms and access Clock functions. Tapping calculator lets you work on some maths, while the camera icon takes you straight to the camera function. It really is an exhaustive feature set.



Access Night Shift mode quickly from Control Centre to help you get a better night's sleep

Share with AirDrop



1 Tap AirDrop
Pull up the Control Centre and tap the AirDrop icon.



2 Select discoverability
Choose to be discoverable by Contacts Only or Everyone.



3 Share file
In an app with a Share function, tap Share and see who's around.



4 Send file
Tap on the person you want to share with to send the file.



Siri

An intelligent voice-controlled command system that uses artificial intelligence facilities

You'll use it to...

Control apps
Go hands-free by using your voice to operate your iPad

Search the internet
Initiate a web search with simple speech

Set functions
Operate utilities such as alarms or clocks

Get productive
Access and run creative apps quickly and easily with just your voice

Receive directions
Ask Siri to locate and direct you to wherever you want to go

Communicate with friends
Use Siri to update social media

Teach Siri about you

Siri enables you to control your iPad with your voice – but to improve its performance, you'll need to teach the app more about you. Practise makes perfect, so try out all manner of requests to see what it's capable of. What's more, thanks to iOS 10's introduction of third-party integration, there are so many more possibilities.

Search the web

To initiate the Siri app, hold the Home button down long enough for the app to start or simply say, "Hey Siri". Siri will begin with a question: "What can I help you with?" If you don't respond quickly enough, it will click into demo mode, showing examples of tasks it is capable of completing. This useful series of screens provides a selection of the sort of questions you can ask. When you are ready to speak, tap on the microphone and the app will beep in response. Decide upon your web search question. In this case, we will search for a bread recipe, so the command used is: "Search for bread



Fig 1 (above) Enhance Siri's overall performance by providing it with your personal information



Fig 2 (right) Your verbal search commands will produce web-based results on the Siri screen

recipe." A list of options will fill the screen, directly from the web (Fig 2). In most cases you will be able to scroll to see more results and related images. You may also see a selection of videos which you can tap to play, plus related search titles which can provide additional results.



Speak your text message

Sending a text message manually can be quite a time-intensive operation, involving a selection of menu choices. Alternatively, Siri offers one series of vocal commands to speed up the operation. Press the Home button until Siri appears on the screen or say "Hey Siri" to get started. Tap on the microphone. Say, "Send a text message," and Siri will ask for a recipient. This will have to be someone present in your Contacts book. Provide a name then provide the content by speaking the message itself. You can either tap on the Send button on the screen or say, "Send text message," to conclude the task.

Update your social networks

It seemed inevitable, with iOS becoming so integrated with Twitter, that Siri would follow suit. Using Siri, you can interact with the popular social media service. If your proposed contact is resident on your Contacts section and has a Twitter address, you can contact them via Siri within Twitter. You can also find tweets with a specific hashtag. So, for example, say, "Find tweets with the hashtag LiverpoolFC," to find messages relating to the football team. This service is even more helpful thanks to iOS 10, directing users to the site and allowing you to share to social networks. Just say, "Post to Facebook," followed by what you want your friends to know.



Say, "Write on my wall," to make Siri compose and post a status update to your Facebook page

Find a restaurant



1 Start Siri
Press the Home key until Siri starts up or say "Hey Siri".



2 Search for restaurants
A selection of restaurants close to your location is listed.



3 Detailed information
Ask Siri for more information on your desired restaurant.



4 Request directions
Siri will take you to Maps, providing you with directions.

App Store

Your gateway to a rich source of apps is via the intuitive App Store – a bustling marketplace that is always open for business

You'll use it to...

Discover apps
Clearly defined sections help you find and discover exciting new apps

Search for apps
If you know the name of an app, enter it in the search field and you'll find it in seconds

Purchase apps
Buy and download apps

Gift apps
Send an app to someone special

Review apps
Offer a little customer feedback

Get recommendations
Use the 'Near Me' feature to see which apps are popular around you

Shop for apps

The App Store will be your most-used iPad app because it is here that you purchase and download content for your device (Fig 1). Thankfully, it is a very user-friendly environment where you can discover what's hot and make informed purchases in seconds.

Search the App Store

Considering that the shelves of the App Store have swelled to over 900,000 products, with 375,000 specifically for iPad, being able to find what you need quickly is of the utmost importance. It's just as well, then, that there is an intuitive search engine on hand to help.

If you know the name of the app you're looking for, enter it into the Search field (Fig 2). As you type the letters, suggested matches will instantly appear. If you see what you want in the list of suggestions, just tap on it to go straight to that page. If you're not



Fig 1 (above) The storefront is brimming with attractive offers and sections



Fig 2 (right) Start typing keywords into the search engine to find what you want

sure of what you're looking for, there are plenty of handy pointers to steer you in the right direction. The 'Featured' section is a good starting point as it showcases all the latest eye-catching apps. From there you can use the 'Top Charts' and 'Categories' tabs at the bottom of the screen to see what's currently popular, or you can begin searching in an area of interest.



Browse the Top Charts

If you start browsing the App Store without a clue of what to look for or where to look for it, then help is at hand. Using the touch icons at the bottom of the screen, tap on the 'Top Charts' section to be presented with a rundown of the most popular apps on the store – both full price and free. You can use this as a barometer to see what's hot in the world of apps and see if any jump out at you.

Near Me and Wish List

Two features of the App Store that offer a welcome boost are the 'Near Me' tab and the Wish List. Near Me tracks your location (you can turn it off by going to Settings>Privacy>Location Services> System Services) and by tapping on the 'Near Me' tab at the bottom of the screen. You will then be provided with a list of apps that might prove useful based on where you are. Wish List is designed to aid you in your App Store trawling. As you will no doubt come across a wide range of apps that you like the look of and want to buy, but can't necessarily afford them at present, you can add them to your Wish List. Simply tap the share button and choose 'Add to Wish List', which you can access any time by tapping the List icon.



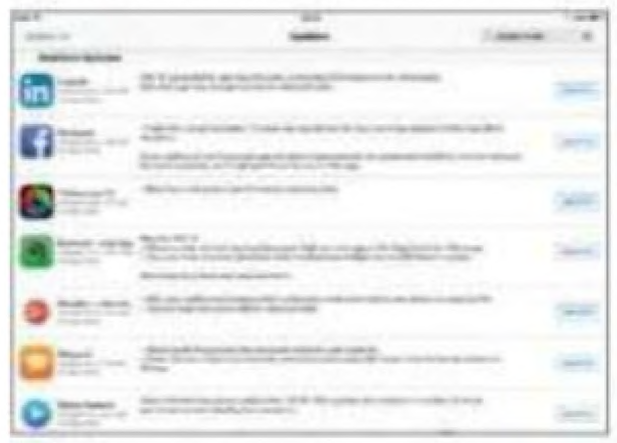
App Collections groups some great apps together for you to browse and download

The apps

Update your apps



1 Tap on Updates
While in the App Store, tap on the 'Updates' tab at the bottom.



2 Update apps
If an app has an update available, tap on the 'Update' link next to it.



3 Update all
To get all available updates, tap on the 'Update All' link.



4 Auto update
Go to the iTunes & App Store Settings to set auto-downloads.



Fig 3 Tap on the price (or tap 'Get' if it's free) to purchase and download the app. You may have to enter your Apple ID

Purchase an app

Being the only source for getting apps for your iDevice, the App Store offers, as you would expect, a quick and easy way to shop, and purchasing them really couldn't be simpler. You will already be logged into the App Store with your registered Apple ID, which should have your billing details attached.

If you haven't already added the details of a valid credit or debit card for your app purchases, tap on the 'Featured' tab on the App Store, scroll down to the bottom and then tap on your Apple ID. Select 'View Apple ID' from the menu and tap on Payment Information. You can now select a card type and enter all the required information so that all app purchases will be made using that card. Now you can tap on the price of an app and complete

Featured apps
All the latest significant additions to the App Store will be showcased in the main shop window under the 'Featured' tab

Store sections
You will be able to access specific stores for Top Charts, Featured, Categories and more by tapping these buttons

Buying apps
Tap on the price of a product to initiate the purchase and download process

Search
Enter keywords into the search field to help you find apps featured within the store





Go to iCloud Settings to set up Family Sharing and share your purchases with loved ones

the purchase by inputting your Apple ID password (Fig 3). Even when downloading free apps you will still need to enter your Apple ID password, but you don't have to assign a credit or debit card in order to do so.

Review and rate apps

App feedback is good, because feedback – good or bad – gets back to the developer and lets them know how the public is receiving their apps and how they can improve. That can only be good, right? It also provides information for your fellow iOS users to help them make informed decisions on whether to buy a particular app or not, so if you have the time and the inclination, why not leave your own mini app review?

To do this, tap on an app to bring up its floating info box, before tapping on the 'Reviews' tab followed by 'Write a Review'. Tap on the stars to rate the app out of five – as you tap them they will turn gold. You can add a title and enter your own review text by tapping on the respective field. Once done, hit the 'Send' button to get your review published on the page to inform other App Store customers about the quality of the product.

Submit a review of an app



1 Tap to rate
Tap on Reviews and then choose the 'Write a Review' option.



2 Write review
Tap the stars to rate the app and write a review (you must own the app).

Recommend an app



1 Tap on the 'Share' button
Go to an app's info page and tap Share (a box and arrow).



2 Share via email
If you tap Mail, you can send an email with the app's info.



3 Share via message
Tapping Message enables you to send an iMessage (see page 76).



4 Share via tweet
If you have a Twitter account set up, you can also tweet about it.



iTunes

Let your iPad entertain you with music, movies and TV shows purchased in the iTunes Store

You'll use it to...

Browse for items
Sections make it easy to find new content and great deals

Purchase media
Buying new music and movies is easy

Discover new media
Search for and find interesting items

Gift items
Buy and send a gift to a loved one

Make use of Genius
Get artist recommendations and create smart playlists

Get an education
Get access to a wealth of study materials with the iTunes U app

Buy music and movies

Although the new Music app might become your main port of call for listening to music, iTunes still has a lot to offer. You can access the store directly from its own app on the Home screen and browse content at your leisure. There is plenty to explore (Fig 1).

The Categories in iTunes

Navigating the iTunes Store is made easy by a series of tabs at the bottom of the screen that allow you to breeze freely between the various store categories, including Music, Films, TV Programmes, Audiobooks and more (Fig 2). Tap on a category to access a front-page relating to that particular category, which will be packed full of featured offers and attractions.

If you have made purchases previously from the iTunes Store on other iOS devices (like an iPod touch), thanks to Apple's iCloud service, you will be able to re-download them onto your iPad for



Fig 1 (above) The iTunes Store is a thriving hub of digital entertainment



Fig 2 (right) Use the tabs at the bottom of the interface to jump straight to the various store categories

free. Simply tap on 'Purchased', then on the 'Not on this iPad' tab at the top of the page; choose a song and tap on the cloud icon. If you are currently downloading content from the iTunes Store then you will be able to track the progress of your purchases by tapping the 'Downloads' category.



Search for and sample a song

One of the best aspects of the iTunes Store experience is that it allows you to try before you buy. First of all, search for an album or artist by tapping the search field in the top right-hand corner of the screen. Next tap on an album and select a track name to listen to a sizeable chunk to help you determine if it's what you're looking for. You can end the preview at any time by either tapping on another song or by tapping the 'Stop' button in the middle of the playback wheel.

Download songs

Purchasing and downloading songs from the iTunes Store is a quick and easy process that can be done in seconds. We have already explored how you can search for songs and preview tracks, and if you decide to go ahead with the purchase, just tap on the price and it will turn into a green 'Buy Song' button.

If you then wish to go ahead with the purchase, you will be prompted to enter your Apple ID password before the track will start downloading – this is a security measure to ensure that you don't buy items by tapping on them accidentally. You can track the progress of the download by tapping on the 'Downloads' category at the bottom of the screen.



If you are lucky enough to be gifted a voucher, scroll down the page and tap Redeem

Download a TV series



1 iTunes
First, head to the iTunes app to browse the available shows.



2 TV
Tap 'TV' at the bottom to be taken to the TV show section.



3 Select a show
Pick a show and bring up the information for your selection.



4 Buy the series
Tap the price to buy the series, or check the ratings and reviews first.



Fig 3 You can set up Family Sharing by going to your Settings app and tapping on the iCloud settings

Understand Family Sharing

Family Sharing is a feature that came as part of the iOS 9 update, and brings harmony to your family's digital life. Up to six people can share purchases from iTunes, iBooks and the App Store without sharing accounts. You can also pay for your family's purchases from one credit card and approve what your children want to buy from the parent's device. You can set up Family Sharing in your Settings app. Just select the 'iCloud' section to see the option to 'Set Up Family Sharing' (Fig 3).

iTunes Match

Since iTunes works in sync with Apple's iCloud service, any music that you purchase, regardless of which device you're using to

Store sections
You will be able to access specific stores for Music, Films, TV Programmes, Audiobooks and more at the bottom of the screen

Featured sections
All of the latest significant additions to the iTunes Store will be showcased in the main shop window and heavily flagged

Buying
Tap on the price of a product to start the purchase and download process. Ensure you are logged in and have funding set up

Search the store
Enter keywords into the search field to find specific artists, songs, movies or programmes featured within the store





Re-download past purchases by tapping the Purchased tab followed by 'Not on This iPad'

make the purchase, will be automatically pushed to your other iOS devices. iTunes Match (which requires an annual subscription) is an extension of this service; it matches the music on your computer that's been imported from CDs to its digital iTunes Store counterpart and stores it in your iCloud ready for use. iTunes determines which songs in your collection are available in the iTunes Store and any music with a match is automatically added to iCloud for you to listen to at any time, on any device. Since there are more than 20 million songs in the iTunes Store, chances are your music is already in iCloud.

iTunes in the Cloud

With iCloud, the music that you purchase in iTunes appears automatically on all of your mobile iOS devices and Macs running OS X Mountain Lion or above. Any music you have purchased in the past will also be easily accessible. Simply tap on the 'Purchased' tab and you will be able to view an alphabetical list of all of your past purchases. If one of the items isn't currently on your iPad, highlight it and tap on the cloud icon next to the song name. The song will instantly start downloading to your device.

Buy a ringtone



1 Tap Genres
Tap on the 'Genres' option in the top-left corner and choose 'Tones'.



2 Select the style
Tap on a style to jump to the section and browse what is available.

Add to Wish List



1 Find a product
When you like the look of a product, tap on the share icon.



2 Add to Wish List
Select the 'Add to Wish List' option from the pop-up window.



3 View list
To see your Wish List, tap the list icon next to the Search field.



4 Previews and more
See songs you have sampled by tapping the 'Previews' tab.

Music

The Music app enables you to stream music through Apple's new Spotify-like service

You'll use it to...

Play music
Belt out your tunes with the Music app's simple set of controls

Make playlists
Create new playlists on the fly quickly and easily

Stream music
Subscribe and stream unlimited tracks through the Apple Music service

Connect
Follow and connect with the bands and artists who matter to you the most

Hear radio stations
Non-stop music of any genre piped straight to your device

Search content
Find what you want when you want to listen to it

Listen to music anywhere

Recently updated to push the Apple Music streaming service, Music is your hub for listening to music that's not only streamed but downloaded on and synced to your device. You can also create new playlists to suit any occasion (Fig 1) and much more.

Import songs

There are numerous ways to import music to play on your iPad. The most direct route is by purchasing it straight from the iTunes Store on your device, which you can do by launching the iTunes app, browsing the Store and tapping to download tracks or albums onto your device. When in the iTunes app, you can also tap on the 'Purchased' tab at the bottom of the interface and this will list all the music you have bought previously on other devices (by tapping the 'Not on This...' tab).

Thanks to the power of iCloud, all of your past purchases are tracked, so tap the cloud icon to re-download it on your iPad. Of course, you can also import songs by connecting your device

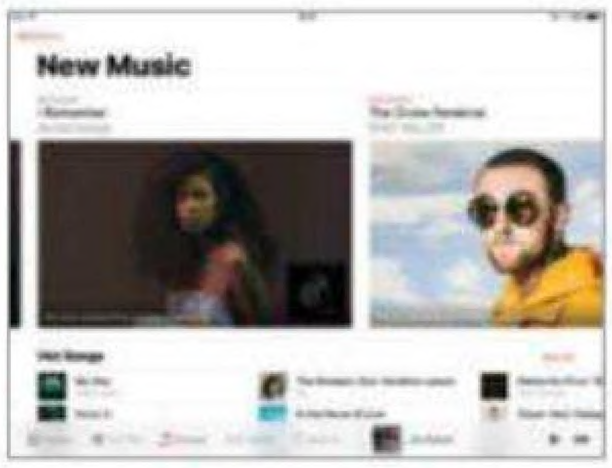


Fig 2 (above) The new Apple Music service lets you stream unlimited music through your iPad



Fig 1 (right) All of the music purchased through the iTunes app can be played in Music and you can create playlists

to your computer and syncing through iTunes or, alternatively, opening iTunes on your computer, highlighting songs in your music library and manually dragging them to your connected iPad in the left-hand column.



Play your music

First and foremost, the Music app is there to enable you to play and listen to your music (Fig 2), and the controls for doing this are simple to get to grips with. Start off by choosing what to listen to by selecting the 'Library' tab at the bottom of the screen, navigating to a song, and tapping on it to initiate playback. The controls at the bottom of the interface allow you to play/pause the current song and skip to the next or previous songs.

Experience Apple Music

The Apple Music service has been pushed to the forefront of the Music app – and for good reason. A rival of Spotify's music streaming service, Apple Music requires a monthly subscription fee (although you can try it free for three months), but in exchange you can stream unlimited music through your device. This means you can savour the very latest releases from your favourite artists whenever you want, without having to buy them.

Tap on the 'For You' tab at the bottom of the screen and you will be treated to a tailored selection of music from Apple Music based on the tunes in your personal collection. You can also tap on the 'Browse' tab to discover all the latest releases. It's a great way to keep up with the current music trends and experience a wider range of music through your device.



Go to the Music section in Settings to adjust the EQ and volume limits, among other things

How to unsubscribe from Apple Music



1 Launch Settings
Launch the Settings app and then tap on 'iTunes & App Store'.



2 Go to Account Info
Tap on the Apple ID option at the top and choose 'View Apple ID'.



3 Manage subscriptions
Sign in and tap on 'Manage' in the Subscriptions section.



4 Your Membership
Tap on 'Your Membership' and then turn off 'Automatic Renewal'.



Fig 3 Listen to your favourite genres of music, minus the monotonous DJs, through the Radio section

Your personal radio stations

Another great aspect of Apple Music is the Radio feature (Fig 3). Tap on the 'Radio' tab at the bottom of the interface to browse stations dedicated to the type of music that you enjoy listening to. Here you will find featured stations, as well as being able to pick the genres of music that appeal to you by scrolling further down the screen.

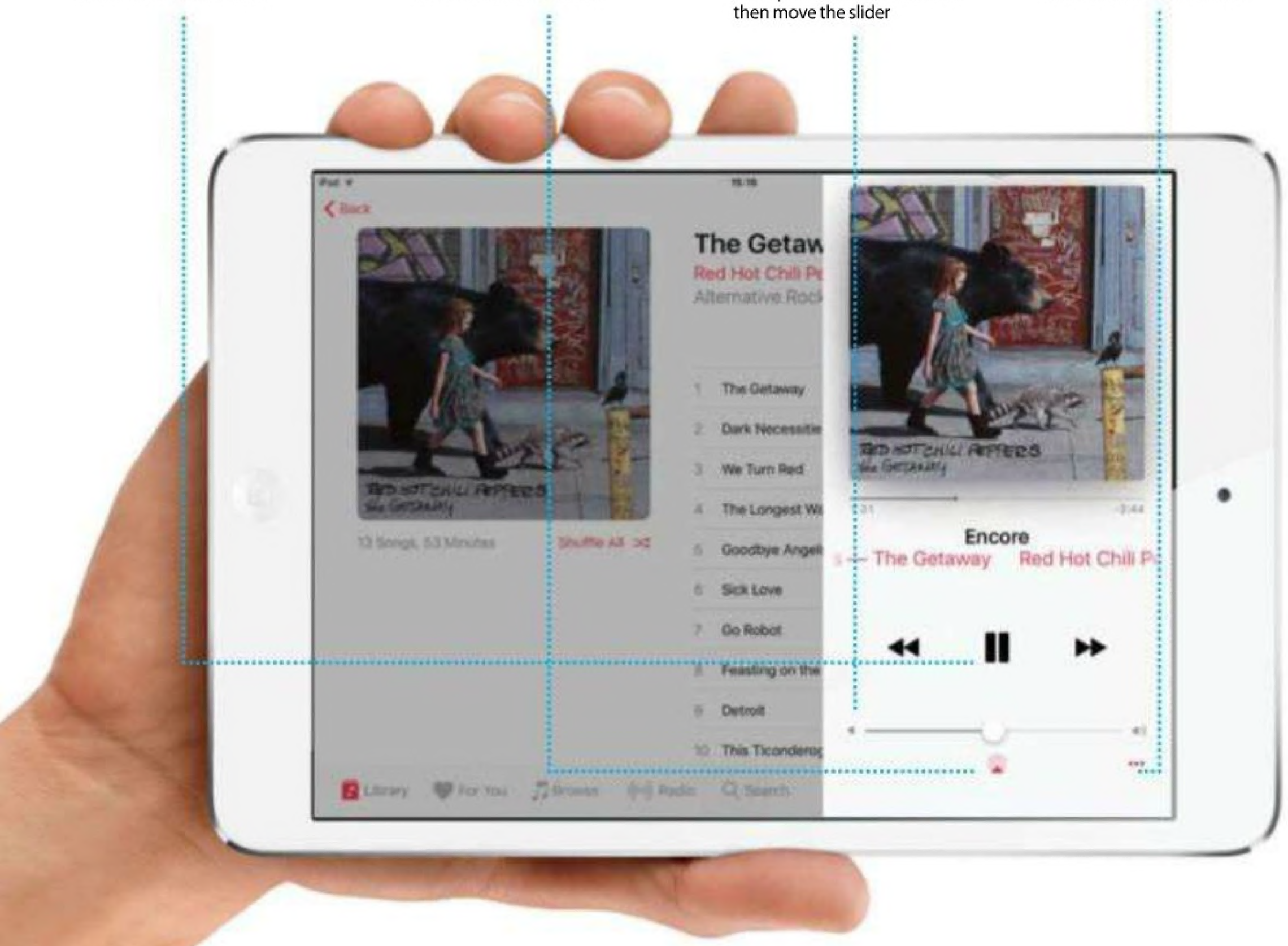
Once complete, the selected station will start playing instantly, providing great music without you really having to lift a finger. More importantly, you don't have to suffer tiresome DJs talking over tracks and generally loving the sound of their own voices! All of the stations that you listen to will be stored under the 'Recently Played' section under the Radio tab, so you can jump in and start

Playback controls
You can play/pause and skip songs using the simple set of controls at the bottom of the screen

Stream music
Here you can select which speakers the music comes out of, be it internal or external

Volume control
You can pump up the volume by dragging this slider to the right-hand position. Press and hold then move the slider

Other options
Here you will find options to remove songs, share songs and mark them 'love' or 'dislike'





You can scrub through songs by pressing on the line under the artwork and then dragging it

listening to them again quickly and easily. Another cool aspect of Apple Music is the 'Connect' category. This allows you to connect with your favourite artists and follow their latest tweets and updates in one handy digest. So no need to trawl through your – no doubt heavily populated – Twitter feed to find the information that you want (see 'Connect to Artists').

Create and manage playlists

Creating and managing playlists on your iPad is easy in the Music app. As well as creating playlists from scratch, you can edit playlists that have been synced across from iTunes keep them up to date or make subtle tweaks here and there.

To create a new playlist, simply tap on the Library icon, then tap on the arrow in the top-left corner of the interface and select Playlists. You can now tap on 'New' in the top-right corner, give your playlist a memorable name, then tap the green '+' icon to start adding tracks from your library. Tap 'Done' when you have finished adding tracks; now you can arrange the order. Press and hold on the list icon beside each track, dragging it up or down to perfect your playback.

Create a playlist

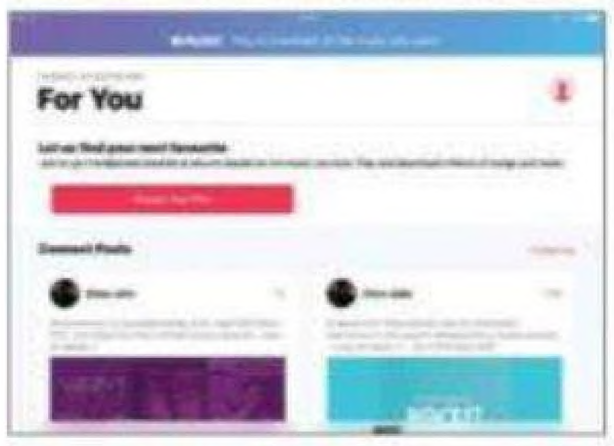


1 Tap on Library
Select the Library icon, then tap on the arrow and choose 'Playlists'.



2 Add songs
Add songs by tapping on a song name or the '+' icon.

Connect to Artists



1 Tap on For You
Select the 'For You' tab, then tap your profile pic in the top-right.



2 Find more
Now tap on the 'Find More Artists & Curators' option.



3 Select artists
Scroll down through the list and tap 'Follow' next to an artist.



4 Keep up with artists
Scroll down the page to see updates from your faves.



Videos

The Videos app lets you watch movies and TV shows – wherever you are

You'll use it to…

Watch videos
Watch films, music videos and TV shows on your iPad

Shop for content
Access the iTunes Store in-app to shop for videos

Beam to Apple TV
Watch your videos on the big screen

Stream videos from your computer
Watch your computer video library remotely on your iPad

Watch anywhere
Take your device with you and watch videos wherever you are

Manage your movies
Sync files from your computer and delete them once watched



Fig 1 (above) Viewing movies and TV shows on your device is simple through the Videos app

Watch TV shows and movies on iDevice

You can use your iPad to watch movies, music videos and TV shows, transforming it into a mobile multiplex to view what you want on demand. Using the Videos app is easy, so sit back, relax and enjoy the show (Fig 1).

Rent and buy from iTunes

Just like the Music app, Videos features a launchpad to the iTunes Store, in this case the visual entertainment section – where you can shop for films to rent or buy outright (Fig 2). Simply tap the 'Store' button in the top left-hand corner of the Videos interface to be taken straight to the iTunes Store. You can then use the search field to find what you want.

When you have found a film, tap on the 'View' button next to the title and a box will appear that provides a plot synopsis, credits, details and user reviews. More importantly, it also features a button



Fig 2 (right) Tap a movie in iTunes and then choose to buy or rent it. Note that both options aren't always available

that allows you to preview the movie through your Videos app, as well as options to buy or rent it. If you're buying the system is the same as purchasing music or apps – just tap 'Buy' and the film will download to your device.

Renting is slightly different – you still download it, but it will expire after a certain number of days. This means when you start a movie, you have a time limit before it disappears from the app. It does mean you will never have to pay a late fee though!



Import videos from your computer

If you don't want to buy directly from the iTunes Store through the app then you can also import videos from your computer via iTunes. Simply connect your iPad, then click on the 'Movies' section under your Library to view all the movies on your machine. Now you can either drag the film to your iPad, which is in the sidebar, or perform a sync instead to get your flicks onto your device.

Playing your videos

Playing videos on your device is easy. From the main Videos app screen, use the tabs to view Movies, TV Shows or Music Videos. This is located at the top on the iPad. Next tap on a video displayed in your chosen section.

When the video is launched, a simple set of controls at the bottom of the screen allow you to play or pause playback, skip chapters and adjust the volume. You can also scrub through the action by swiping along the bar at the top of the screen, or even go full screen by tapping the button in the top-right corner.

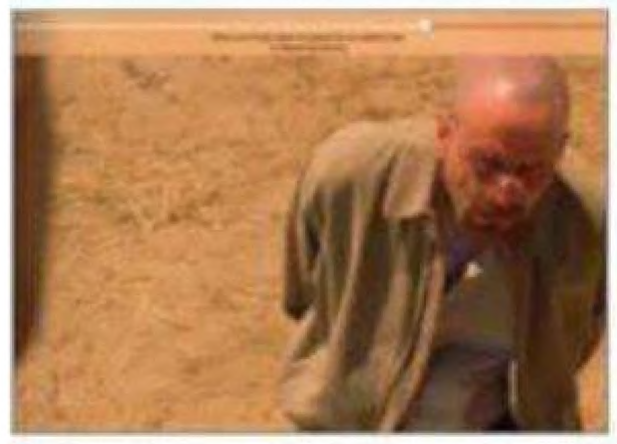


You can also adjust the viewing area size by double-tapping anywhere on the screen

Change scrub speed



1 Tap scrub bar
Press your finger down on the dot situated on the scrub bar.



2 Scrub rate
The scrub rate will be displayed (either high or half-speed).



3 Swipe down
Slide your finger down to change to the alternate speed.



4 Start scrubbing
You can now slide your finger along the bar at the selected rate.



Fig 3 You can access your Mac's movie library to watch on your iDevice by enabling Home Sharing

Videos

Home Sharing

With Home Sharing, you can play movies and TV shows on your iPad from the iTunes library on your Mac or PC. To use this feature, both your iPad and your computer need to be on the same Wi-Fi network and you must have iTunes open and running on your computer. In iTunes, click on the 'Advanced' menu and activate Home Sharing, then ensure that your computer and device are logged in using the same Apple ID.

To ensure that you are logged into the same Apple ID on your iPad, go to Settings, tap on the Music or Videos sections and log your details under the 'Home Sharing' section (Fig 3). Once the

End viewing
If you wish to stop watching, tap the Done button and resume where you left off later

Playback controls
Simple controls let you play and pause the action, skip backwards or forwards through chapters and adjust the volume

Rewind
Press and hold the dot on this bar, and by sliding it to the left you can rewind the action

Screen size
Tapping this button will make the video fill the screen. Tap it again to return to the original dimensions

With iPad 2 or later, you can mirror the screen on a TV wirelessly using AirPlay Mirroring and Apple TV

system has been set up, a new tab will appear at the top of your Videos interface called 'Shared'. Tap on this and choose to access your computer's library. Now simply select something to watch, sit back and enjoy. To deactivate this service, click on the 'Advanced' menu on your computer again and then turn off Home Sharing to instantly sever the connection.

AirPlay

If you have an Apple TV system in your home you can stream video content wirelessly from your iPad to your TV using AirPlay. This is easy to set up and means that you can use your iPad to shop for movies, before using your device as a remote control to play them on the big screen.

To start streaming video with AirPlay, start playing a video on your iPad, then swipe up to bring up your Control Centre. Now tap the 'AirPlay' button and choose your Apple TV from the list of AirPlay devices. If the AirPlay button doesn't appear or your Apple TV doesn't appear in the list, check that both devices are connected to the same wireless network. You can also stream videos using various cables, including AV cables and VGA Adapters. Swipe to the left in Control Centre for media-specific options.

Streaming videos with AirPlay



1 Via Control Centre
Bring up Control Centre, tap 'AirPlay' and select an option from the menu.

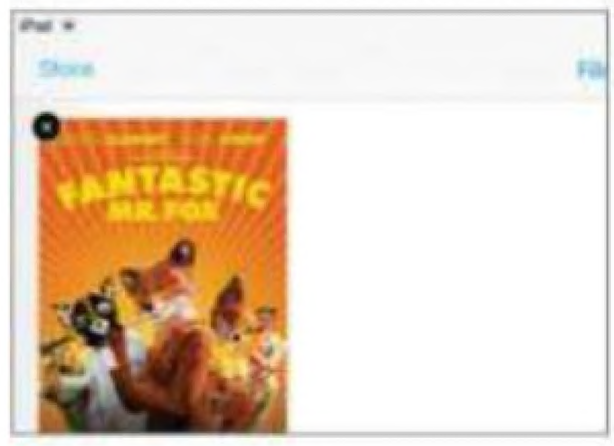


2 Media controls
Swipe left in Control Centre for more media-specific controls.

Delete videos



1 Locate video
Find a video that you no longer want on your iPad.



2 Press and hold
Tap the 'Edit' button and an 'X' appears in the corner.



3 Tap to delete
Tap on the 'X' icon and a message will appear, asking if you're sure.



4 Instant removal
Tap 'Delete' and the video will be deleted (you can re-download it).



Safari

Get used to Safari – the main platform for browsing the web on your iPad

You'll use it to...

Browse the internet
Use Safari to search or view websites on your iPad

Open tabs
Browse for new content using tabs

Save for offline reading
Save web pages for offline reading

Browse in private
Enable Private Browsing to keep your browsing history hidden

View Shared Links
View links shared by people you follow

Save favourite pages
Use bookmarks to save all your favourite websites

Surf online with ease

Safari has benefited a great deal from recent updates, such as the addition of intuitive multi-touch gesture controls for manipulating web content. There's also Keychain/iCloud integration to allow saved passwords and credit card details to be stored and accessible across multiple devices. You even have a universal search/URL bar at the top to provide quick access to websites or words within a page (Fig 2). Thanks to iCloud technology, it also means that you can be browsing a page on your iPhone, then pick up your iPad to see the same page displayed without you having to lift a finger.

Browse the web

Launching Safari for the first time, you will be presented with a blank canvas. In future use it you will be greeted by either your saved bookmarks or the last page you visited. Tap on the universal search/address bar at the top to enter either a dedicated URL



Fig 1 (above) Safari benefits from quick search/URL access, enhanced iCloud integration and multi-touch controls



Fig 2 (right) The new search/URL address bar at the top provides many functions to help you browse the web

address (eg **www.google.co.uk**) or you can type in a search term (eg Xbox One). While typing, you will notice it start to automatically display suggested results. This allows you to quickly access the page without typing it out in full.

The search bar can also be used to search for words within pages. For example, if you re-tap the search bar and type in 'Games', then scroll down you will see the option 'On this page'. Once this is selected a series of arrows will appear at the base of the screen, which can be used to zip through all the words.

Finally, navigating content is made much easier by the ability to swipe forwards and backwards between pages you have read. Simply long press on the left or right edge of the screen and drag the page across.



Utilise Safari tabs

While browsing using Safari, there may be times when you need to access additional websites or search results without losing your current page. Rather than closing the current web page down and using forward/back controls to switch between pages, you can make the most of the tabs system instead.

When in the Safari app, click on the top '+' icon to launch a new tab. You can now type in your URL or search term to surf the internet as you wish. Then you can switch back to your other tabbed page by simply clicking on it.

If you like browsing the web on multiple iOS devices (iPhone, iPad, Mac), iCloud tabs also come in handy. They allow you to access all of one device's open tabs on your other devices. Tap on the 'Tabs' button and a list of the sites open on your other devices will be accessible from the bottom of the screen.

Safari Reader

Many modern websites, unless they have a responsive design, will not be completely formatted to take advantage of your iPad's screen dimensions. Or if they are, the content may be riddled with ads, comments, links or other pop-ups that get in the way of your reading experience.

Go private



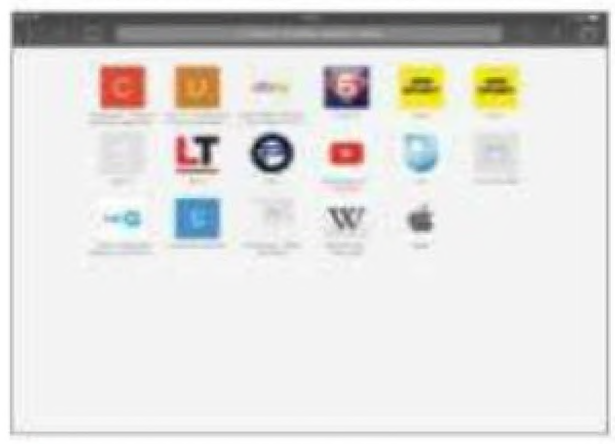
1 Tap tabs
For private web browsing, start off by tapping the tabs button.



2 Tap Private
Tap on the 'Private' option in the top-right corner of the screen.



3 Access the tab
In Private Mode any tabs you create won't be remembered.



4 Cover your tracks
To end the private session, close all tabs and tap 'Private' again.

Safari



Fig 3 (above) The Safari Reader function is useful for viewing content without the distractions associated with websites

To help, the Safari app has a function which allows you to enable a dedicated reading mode: Safari Reader. This option is subtly placed inside the search/URL bar (towards the far-left side) and it looks like a series of horizontal lines. By tapping this icon, the text and embedded images will transform and display down the page in a scrollable list. This makes reading the content much easier. Additionally, you can tap on the 'a/A' icons at the top of the screen to increase or decrease the size of the text.

Offline Reading List

Browsing the web on Safari is pretty easy to do, but the key ingredient in its continued functionality is the requirement of an

Bookmarks
Any bookmarks you save are accessed via the Bookmark icon or listed under the URL bar for iPad users

Search bar
The universal search and URL bar at the top provides quick access to web content

Share icon
Tapping this icon presents you with options to share web content via email, Messages, or any other apps connected to Safari

Tabbing
You can quickly add new tabs to the browser in order to keep the original page intact





To share a website, tap the 'Share' icon to the right of the address/search bar and pick a service

internet connection. Unless you have a dedicated data contract enabled on your iPad you will rely on an available Wi-Fi connection to get the required internet access. Even if you tether your iPad to another to get your browsing fix on the fly, this is still scuppered if the source signal strength is poor.

Thankfully, Safari has a built-in solution already: Reading List. This option allows you to quickly save a viewed web page for reading later on in an offline environment when there is no internet connection available. Tap the 'Share' button and choose 'Add to Reading List' to save new pages.

Bookmarks bar

Adding bookmarks is a process that allows you to save your favourite web pages for fast retrieval later on. Saving bookmarks simply involves selecting the 'Share' icon to the left of the search/URL bar, then choosing Bookmark. When saved, your bookmarks will be accessible via the 'Bookmark' icon to the left of the search/URL bar, or for iPad users they will be displayed underneath the bar. Alternatively, if you tap the search/URL bar you can view them in a handy thumbnail view.

Add a page to Reading List



1 Add page
Tap the 'Share' icon next to the search bar and select 'Add to Reading List'.



2 Access Reading List
Tap the bookmark and then the glasses icon to access the page.

Add Home screen links



1 Access your website
First you will need to browse to a website.



2 Share icon
Now tap the 'Share' icon and choose 'Add to Home Screen'.



3 Name your shortcut
Tap the name field to rename the bookmark.



4 Add to Home
Click on 'Add' and the icon link will appear on your Home screen.

Mail

With Apple's versatile Mail app you can send emails and receive every message from every account into one handy inbox

You'll use it to...

Link accounts
You can activate the Mail app with any valid email address and password

Send and receive mail
Keep up to date with email arrivals and quickly send out new messages

Manage accounts
Add as many accounts as you like

Organise your messages
Store and save messages safely

Find emails easily
Mark certain people as VIPs to access their emails from a special mailbox

Get emails quickly
No need to press anything, just get your emails downloaded automatically

Manage your email

Your iPad's built-in Mail app is brilliant for sending and receiving email messages, so you don't have to carry a laptop everywhere. You can also get all of your different email accounts linked to the app so every email from every account is streamed into one handy inbox. You'll never have to worry about missing an important message again (Fig 1).

Link an account

If you are using the Mail app for the first time, you will need to set up and tether an account to the app. This is a quick and easy process that requires no more than a valid email address and an account password (Fig 2). Once set up, select your account in the 'All Inboxes' section of the Mailbox column and then all new messages will instantly be downloaded for that account. You can determine when all new emails are pushed from the servers to your mailbox

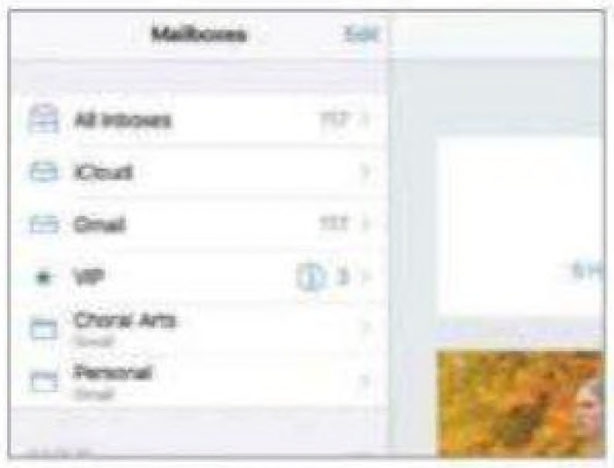
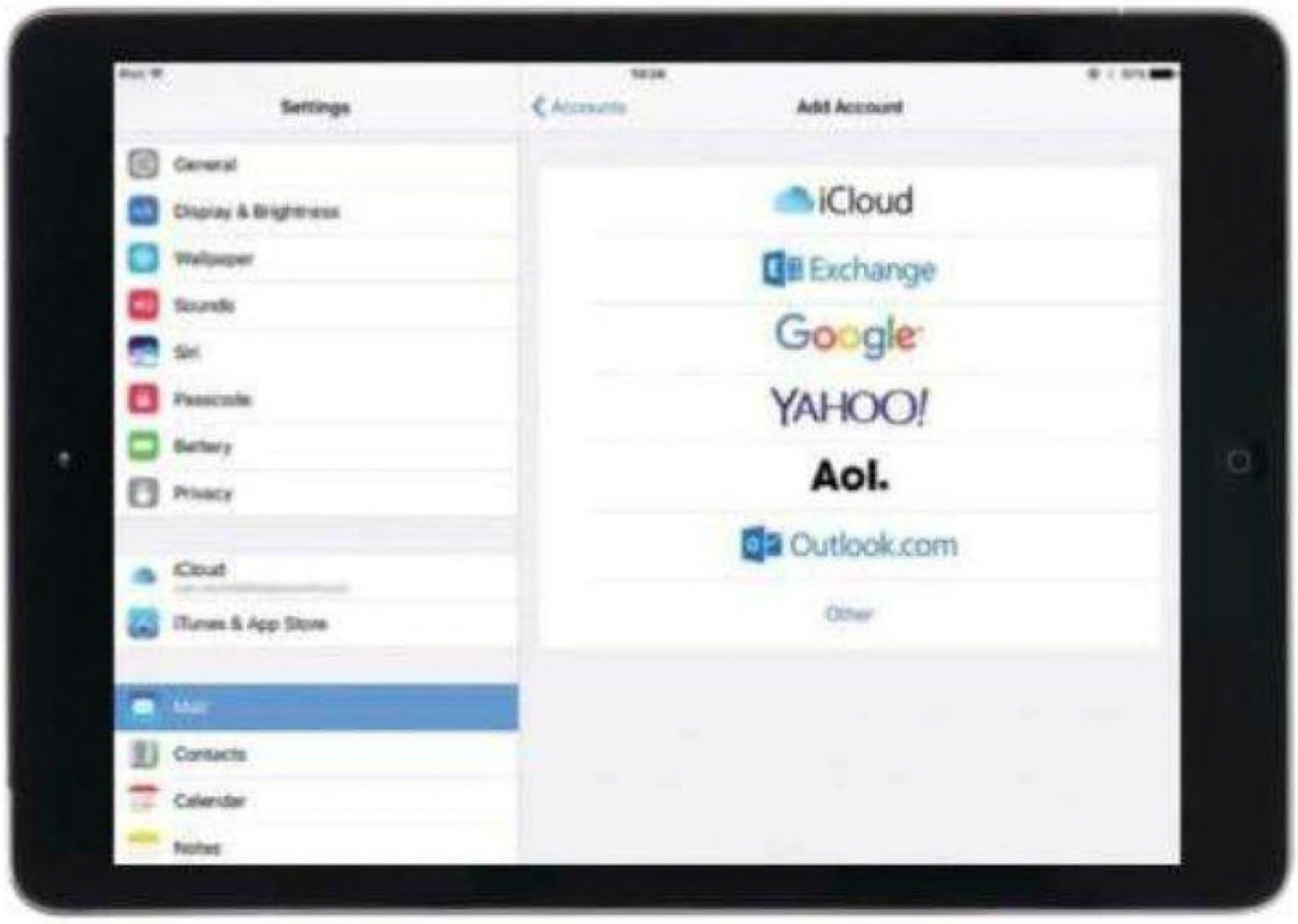


Fig 1 (above) Every one of your email accounts, together at last

Fig 2 (right) Once you have set up an account, go to the Settings app to link more accounts to your Mail app



by launching Settings, tapping on the 'Mail, Contacts, Calendars' section and then selecting 'Fetch New Data'. Activate the 'Push' function and determine when the messages will be received. To ensure that you get all new mail as soon as possible, tick the 'Manually' option, which will get all new mail pushed straight to your iPad as and when. Your device will also now automatically scan for new mail when launched.



Mail and Notifications

One of the many good things about the Mail app is that you don't have to manually press a button to download new messages from the server, it just happens automatically whenever you open the app. What's more, if you have the Mail app listed in your Notification Centre, you will get alerts on your screen whenever a new email is received. You should also ensure that Mail is activated in iCloud Settings so that all of your messages – received and read – are synced to all of your devices.

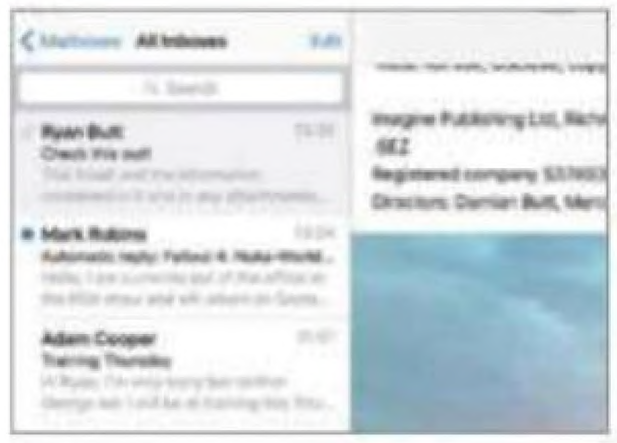
Write and send an email

Writing and sending emails couldn't be simpler on your iPad, thanks to the intuitive Mail app interface. To compose and send an email, simply tap on the pen and paper icon in the top-right corner of the Mail interface. A blank email will appear. Fill in the recipient's email address, enter a subject and some body text before hitting the 'Send' button. You can also mail out attachments, such as photos and documents from within the other respective apps by tapping on the 'Share' icon (which is represented by a small rectangle icon with an arrow in it).



You can move emails to different mailboxes by tapping the file icon at the top of the interface

Search for an email



1 Tap Search
Tap on the Search field (top of the inbox on iPhone, top-left on iPad).



2 Enter text
Use the keyboard to type in some keywords to search for.



3 Results
Emails containing matches will be listed. Check to find the right one.



4 Return to normal
Tap the 'Cancel' button to return your mailbox to normal.

Mail



Fig 3 Go to Settings>Mail and then tap 'Add Account' to include a new mailbox

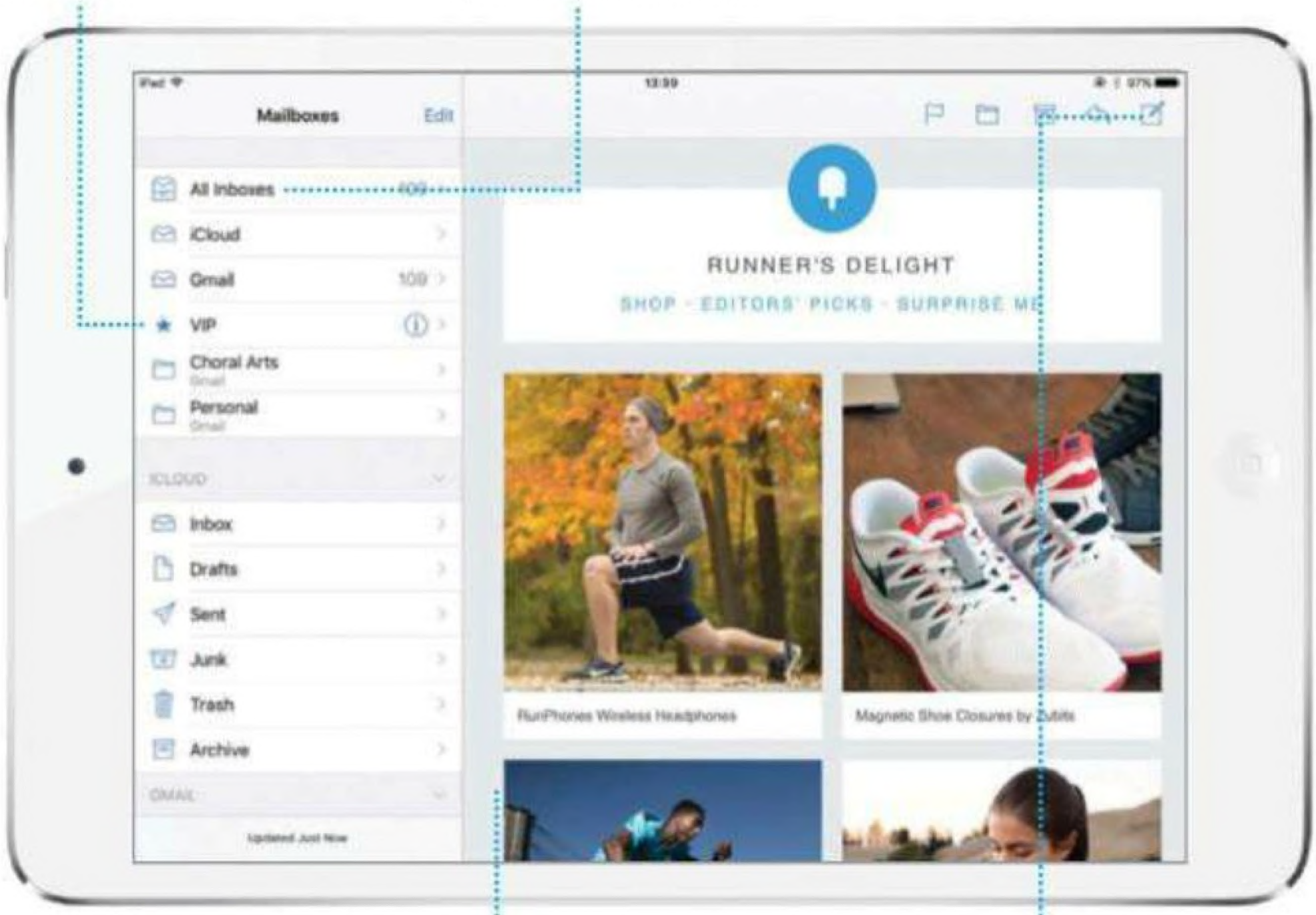
Manage multiple accounts

It's very rare these days that folk just have one email address. At the very least, most people have one work and one personal account. The Mail app is versatile enough to incorporate virtually any type of email account within a few easy steps and, handily, you can stream all of your mail from all of your accounts into one main inbox, making it easy to track all aspects of your life simultaneously. To add a new account, simply launch your Settings app and head on over to the Mail section.

Under the Accounts section at the top of the page you'll see the 'Add Account' option (Fig 3). Tap this and then choose the type of account you will be adding – these include Gmail, Yahoo!, AOL, Hotmail and more. Once you have selected the account, enter a name, email address and password for that account. After a few seconds of verification, the account will be added to your active

VIP
You can add certain senders to a VIP mailbox, to keep high-importance emails separate

Inbox
Tap here to see all your received emails. If you have multiple accounts then this option will say 'All Inboxes' instead



Your emails
When you tap on an email it will be displayed in the main window, whereby you can archive, delete or reply to it

Composing emails
Tap on this icon to start composing a new email. Your address will show up in accordance with the account you are using



To remove people from your VIP list, tap on the sender and then choose 'Remove from VIP'

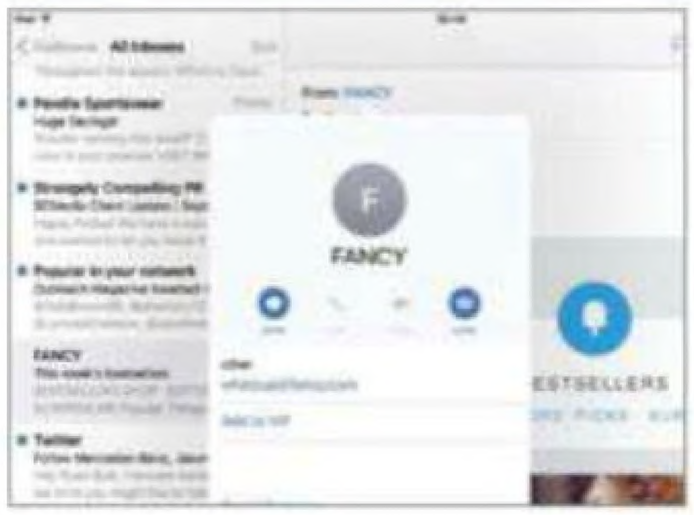
inboxes in the Mail app. You can tap on an individual mailbox to view the emails in that account, or tap on All Inboxes to view all your received mail in one handy stream.

VIP mailboxes

With each new iOS release, Apple is continuously redesigning Mail to create a more streamlined interface for easier searching, reading and writing. One recent feature is VIP Mailboxes. You can set up a VIP list so that you'll never miss an important email from one of the contacts again – whether it's from your boss, your best friend or your accountant.

To mark a person as a VIP, all you have to do is tap on their email address in a received message. In the Sender screen, select the 'Add to VIP' option. A star will then appear next to that person's email address to confirm that they have been marked as a VIP. This star will also be present next to all emails received from that person in your inbox. You can also find VIP emails quickly thanks to your new VIP inbox – just tap on this mailbox and all of the emails from your VIPs will be stored there for easy reference. You'll never have to search your entire inbox for important messages again.

Mark a person as a VIP



1 Highlight sender
From your inbox, open an email and then tap on the sender.



2 Place a star
Tap 'Add to VIP' and all emails from that person will go to your VIP inbox.

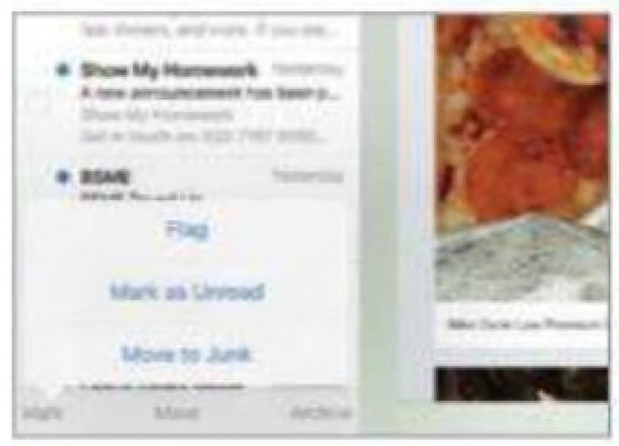
Mark or flag messages on your device



1 Tap to edit
Highlight a message in the list to the left and then tap on 'Edit'.



2 Tap to tick
Place a tick next to the message and then tap 'Mark'.



3 Choose option
You can now choose to Flag or Mark as Read.



4 Or swipe…
Alternatively, swipe to the left and tap on an option that appears.



Calendar

You'll never miss an important event again with the iPad's built-in date-keeper

You'll use it to...

Schedule events
Create new events for yourself and others

Plan ahead
View calendars by day, week, month or year

Sync with other devices
Get key dates from your other desktop calendars imported

Manage calendars
Activate or disable individual calendars

Get alerts
Set reminders for key events

Add birthdays
Import birthdays and anniversaries from your Contacts app

Keep up to date in Calendar

Your iPad's Calendar app is an intuitive way to keep up to date with events for the day, week, month or indeed the next 50+ years, and scheduling event dates into the app is as easy as selecting a calendar view and tapping on the '+' icon (Fig 1).

Schedule appointments

Making appointments is a quick and easy process in the Calendar app. Use the tabs at the top of the interface to select the Day view and you will see the current day broken down into hourly time segments. To choose a future day, tap on the day in the monthly calendar to the left and a breakdown of the day will be presented on the left-hand side of the interface. You can swipe up or down to scroll through the selected day, and then to start scheduling an appointment, press and hold on the desired time segment. A New Event banner will then appear on the time segment, quickly followed by an 'Add Event' box (Fig 2). Here you can enter a title and



Fig 1 With the Calendar app you can schedule events and appointments far into the future



Fig 2 Press and hold on a time segment to bring up a box that lets you add numerous details to your event

location for your appointment or event and then factor in the start and end times. Using the other options in this box, you can then choose to repeat the event, invite people from your contacts (and, thanks to iOS 8, check their availability), trigger alert reminders, add it to a particular calendar and add notes.



Changeable views

When you launch the app you will see a variety of different views, accessible by tabs at the top of the interface. By default the view is set to Day, with the current day broken down into one-hour segments, but you can easily tap on a different tab to view the calendar by Week, Month, Year or List. In Month view you don't see the timing of each scheduled event, but you can easily spot your busiest days. The List view displays your daily calendar with a list of all commitments for the month to the left of it.

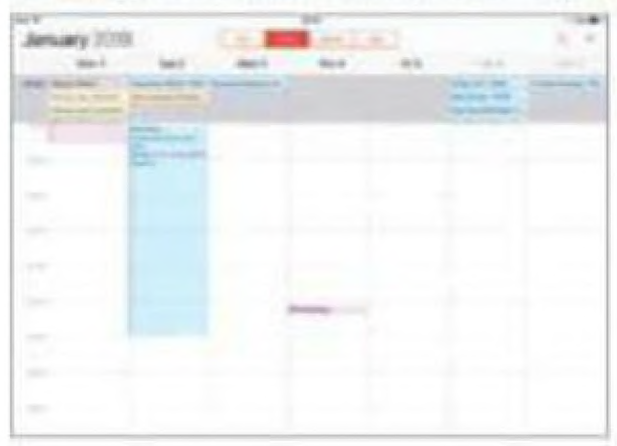
Multiple calendars

One of the best things about the Calendar app is its versatility in allowing you to create different calendars for different areas of your life – such as personal and work – which you can then merge into one main calendar or deactivate at will via the Calendars menu. It is even possible to sync your Facebook events with your calendar so you don't miss out. You can also create new calendars in the desktop Calendar app on your Mac (by clicking the File menu and choosing New Calendar). Any new calendars that you create can then be synced to your iPad Calendar app via iCloud. This should happen automatically but you can speed up the process by tapping the sync button at the top of the Calendars menu.



You can also start scheduling new events by tapping the '+' button in the top-right corner

Create an event



1 Find the date
Use the view tabs to find the date you wish to schedule on.



2 Scroll to time
Swipe up or down through the Day view to find the start time.



3 Press and hold
Add details into the 'Add Event' box that appears.



4 Enter details
Enter locations and start and end times and then hit Add.

Calendar



Fig 3 Tap on the Calendars button and ensure that the Birthdays calendar is activated in the list

Sync birthdays and anniversaries

As you would expect from a built-in iOS app, Calendar works in perfect unison with other apps to make your life easier. In this instance, Calendar works with your Contacts app to display birthdays and anniversary dates that you have assigned to specific people within your Contacts database.

Ensure that you have birthdays assigned to people in your Contacts database and then, in your Calendar app, tap on the Calendars button at the bottom of the interface. Scroll down to the 'Other' section, where you will see Birthdays and then ensure that this option is selected (Fig 3). All birthdays and anniversaries assigned in your Contacts app will now be displayed as all-day events on the corresponding day in your calendar. To assign birthdays and anniversaries to specific people on Contacts, tap on

Calendar views
The row of tabs at the top of the interface will allow you to view calendars by Day, Week, Month, Year and List. Tap on a tab to change the view

New events
To create a new event, click the '+' symbol in the top-right corner of the interface



Events
A breakdown of the day shows all scheduled events. Tap on an event to view or edit the details

Your calendars
Tap on the Calendars button to view all active calendars and those you subscribe to. You can manage calendars from here



You can also add events to a Calendar by importing a Calendar (.ics) file from an email

a contact and then choose Edit. Scroll down to Add Field and tap '+', then scroll down and choose to add either a Birthday or Date before factoring in the dates concerned.

Manage multiple calendars

Through the Calendar app you can subscribe to any calendar that uses the iCalendar (.ics) format. Many calendar-based services support calendar subscriptions, including iCloud, Yahoo! and Google – it's just a case of hunting around for the right ones.

To subscribe to a calendar, go to your Settings app and then choose the Mail, Contacts, Calendars option. Under Accounts, tap Add Account and then choose Other. From here you can select the Add Subscribed Calendar option.

You can also subscribe to iCal or other .ics calendars published on the web. As we have mentioned, you can also create new calendars in your Mac's desktop Calendar app and then sync them to your iPad via iCloud. To manage your calendars, tap the Calendars button at the bottom of the interface and a list will display all your available calendars, which you can then enable or disable at will.

Subscribe to new calendars online



1 Find calendar
Search for iCal calendars online and then hit the Subscribe button.



2 Activate new calendar
The calendar will be added and can then be activated from the list.

Set event alerts



1 Tap on event
Tap on an existing event or create a new one by pressing '+'.



2 Tap on Alert
Scroll down the event box and then tap on the Alert option.



3 Select a time
From the list, select an option for when you want to be alerted.



4 Tap Add
Now tap on Add and then your iPad will automatically alert you.



Contacts

With the Contacts app, you can access and edit your contact lists from personal, business and organisational accounts

You'll use it to...

Access contact details
Maintain personal and business details

Edit contact details
Add and delete details

Search for contacts
Access your contacts quickly

Address emails quickly
Open an email from the Contacts section

Sync contacts
Transfer Contacts to multiple devices

Assign photos
Attach a photo to a contact for instant visual recognition

Manage your contacts

Contacts allow you to not only access your friends and associates, you can edit them from a selection of personal and business accounts. You can also search for details thanks to an easy search field and send emails by clicking on an address (Fig 1).

Add, edit and delete Contacts

To add a contact on the iPad you need to launch the Contacts app, located on the Home screen. This displays a list of contacts, in alphabetical order, on the left-hand side of the screen with personal contact details of each contact displayed on the right-hand side of the screen.

To edit your contact database and add a new contact, tap the '+' button in the centre at the bottom of the screen. A new screen will open up, displaying an empty template which you can fill in



Fig 1 (above) You can use the contact information within other apps, adding efficiency and convenience



Fig 2 (right) To enter data on each template line, touch the line and enter data via the iPad's floating keyboard

using the pop-up keyboard at the base of the screen (Fig 2). When you have completed the page, press 'Done' to close the record and return to the index. To edit an existing record, press the 'Edit' button situated in the centre at the bottom of the screen. This time, the completed template will be present with options to either change the text or delete entire lines of information using the swivelling red buttons. These turn into 'Delete' buttons when tapped.



Add extra information to your contacts

When you access the edit screen for a contact, you are presented with a standard template that asks for an array of basic information. You can, however, add further information if you wish, which is not readily observable from the basic Edit page. To see it, you have to press the '+' key, which will bring a pop-up box displaying a wide choice of extra fields, including Twitter information, nickname, Instant Message information, birthday and related people.

Contacts & iCloud

Keep your contact details, including your mail contacts, up to date across all your devices (including a MacBook or other laptop, iMac or PC, iPhone or iPad) with the iCloud storage facility.

Contacts are stored in your iCloud account and pushed wirelessly to your other iOS devices and computers that are set up with the same iCloud account. To make sure that the iCloud and Contacts are working together, go to the Settings app on your iDevice and tap the iCloud section on the left-hand side of the screen. On the right-hand side of the screen, swipe the button next to the Contacts header to 'On'.



If your iCloud storage is insufficient to store your Contact information, you can purchase more

Assign a photo to a particular contact



1 Edit mode
Enter the Contacts app and tap on a new or current contact.



2 Select a photo
Via the menu, choose either 'Take Photo' or 'Choose Photo'.



3 Insert photo
Use your device to take a photo or import from your photo archive.



4 Resize the image
Now pinch and expand to adjust the size of the image to fit.

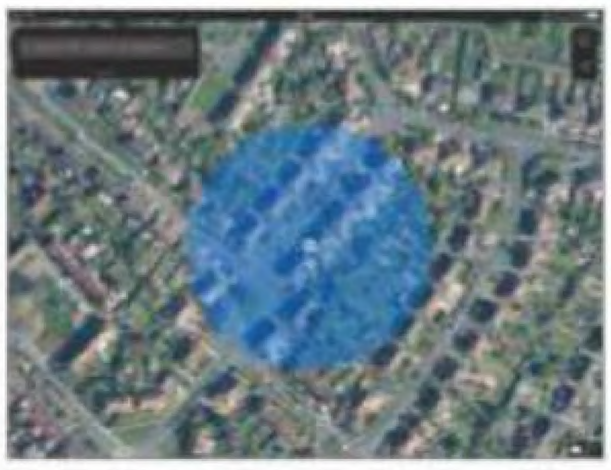


Fig 3 Tapping on a contact's address will open the Maps app and take you to that particular location

Integrate with other apps

It is possible to integrate the Contacts apps with other apps to form a seamless connection between the two. This would allow you to perform tasks without having to pause to copy and paste from one app to another, or pause while one app is stopped and another opened. A good example is the Maps app.

If you open a current contact which features a full address, just tap on the address and this action will automatically open the Maps app (Fig 3). The Maps screen will then be displayed and that app will attempt to provide a visual indication of the address itself, giving you information on the location but also providing you with the opportunity to set up directions from your current location to that address. Similarly, if you list a website within the Contacts app,



Before you share your contact, make sure all of the info is correct and edit it if you need to

tapping on it will open the Safari browser and the contents of that website will be displayed. You can also tap on an email address within your contact list to open the Mail app and create a new email to send to that person.

Share a Contact

Within each completed Contact page, you have the ability to share the contact. This provides a quick and simple way of sharing details, which is ideal if a contact is packed with information that would be laborious to copy or rewrite.

To share your contact, open your desired Contact page and scroll to the base of the page. On the right-hand side of the sheet, tap on the 'Share Contact' button. Two options then appear, denoting how you can share that contact information. In this case, Email and Message. Tap on the Email option, for example, and a new email page will appear. Notice that a file icon also exists. This .vcf file contains all of the required information. When you email this file, your recipient can then load it into their Contacts app. All of the information will then be made available to the recipient too, so your Contacts app is a great way of networking.

Share via Message



1 Open Contact
Open a contact and scroll to the bottom until you see 'Share Contact'.



2 Share contact
Tap on 'Share Contact', select Message, enter the text and then send.

Email a contact card



1 Open Contacts
Open the Contacts app and select the contact of choice.



2 Scroll to Contacts
Scroll down until you reach the 'Share Contact' option. Tap on it.



3 New email page
Tap on Mail and a new email page will appear.



4 Complete email
Complete the email and send to pass on the .vcf file.

Messages

Apple's texting app received some radical new features in iOS 10 – prepare to be amazed!

You'll use it to...

Send text messages
Send unlimited text messages to other OS X and iOS devices over Wi-Fi , 3G or 4G

Share photos
You can send photos via text message

Share videos
Pass your videos on to others

Add attachments
Any attached data can be texted

Have conversations
Your texts can be grouped into a conversation template

Chat with groups
You can send one message to a group of people

Keep in touch with Messages

Messaging is one of the most popular activities within the mobile sphere. Using your Messages app, you can send texts to one or more people, along with a variety of data attachments, in a similar way to email (Fig 1).

New iOS 10 features

The Messages app has probably had the most attention lavished upon it in iOS 10, with more animated and personalised ways to message people. For starters, the existing library of in-app emojis has been bolstered, which you can access by tapping on the smiley face icon in the lower-left corner of the keyboard. Interestingly, if you have predictive typing turned on, whenever you start to type a word with a corresponding emoji it will appear for selection in the QuickType bar above the keyboard. You can also tap on the squiggly line icon on the opposite side of the keyboard to



Fig 1 (above) Messages are grouped into conversations to enable you to retain the structure and flow of the chats

Fig 2 (right) The new Digital Touch feature lets you express yourself in new and imaginative ways...

handwrite messages to send (or tap on the clock icon to select a pre-drawn message from the selection provided). Then there's Digital Touch (Fig 2), which presents a whole new and exciting way of sending messages. This feature can be accessed by tapping on the heart icon.



Master Digital Touch

This is the real highlight of the new Messages app as it allows you to express yourself in new and imaginative ways. In Digital Touch mode you can draw freely with your finger in a variety of colours, or you can send a range of animations based on how you touch the screen. After selecting this option, tap the arrow in the lower-right corner to expand to full screen, then select a colour and let your fingers get to work. You can even tap on the camera icon to bring up a live video feed that you can draw and animate over the top of. The possibilities are endless!

Share photos

One of the highlights of the messaging system is the ability to transfer data along with your text. One of the data types that you can send is a photo. To send photos, tap on the camera icon when composing a new message and you will be presented with two options – a live camera feed and access to your Photo Library.

Using the live camera feed you can take a new photo in-app (tap on the small camera icon within the live feed to switch to the front-facing camera for selfies) and send it instantly. Alternatively, you can effortlessly scroll through your picture library and select an existing image to send to your friends or family.



To share your location, tap on the 'i' icon next to the recipient and choose 'Share My Location'

Get more emojis



1 Tap App Store icon
When composing a message, tap on the App Store logo.



2 Select Store
A selection of places will be displayed. Tap on 'Store'.



3 Download apps
Browse and download new iMessage apps from the Store.



4 Access new emojis
New emoji packs will be added to the Store section in Messages.

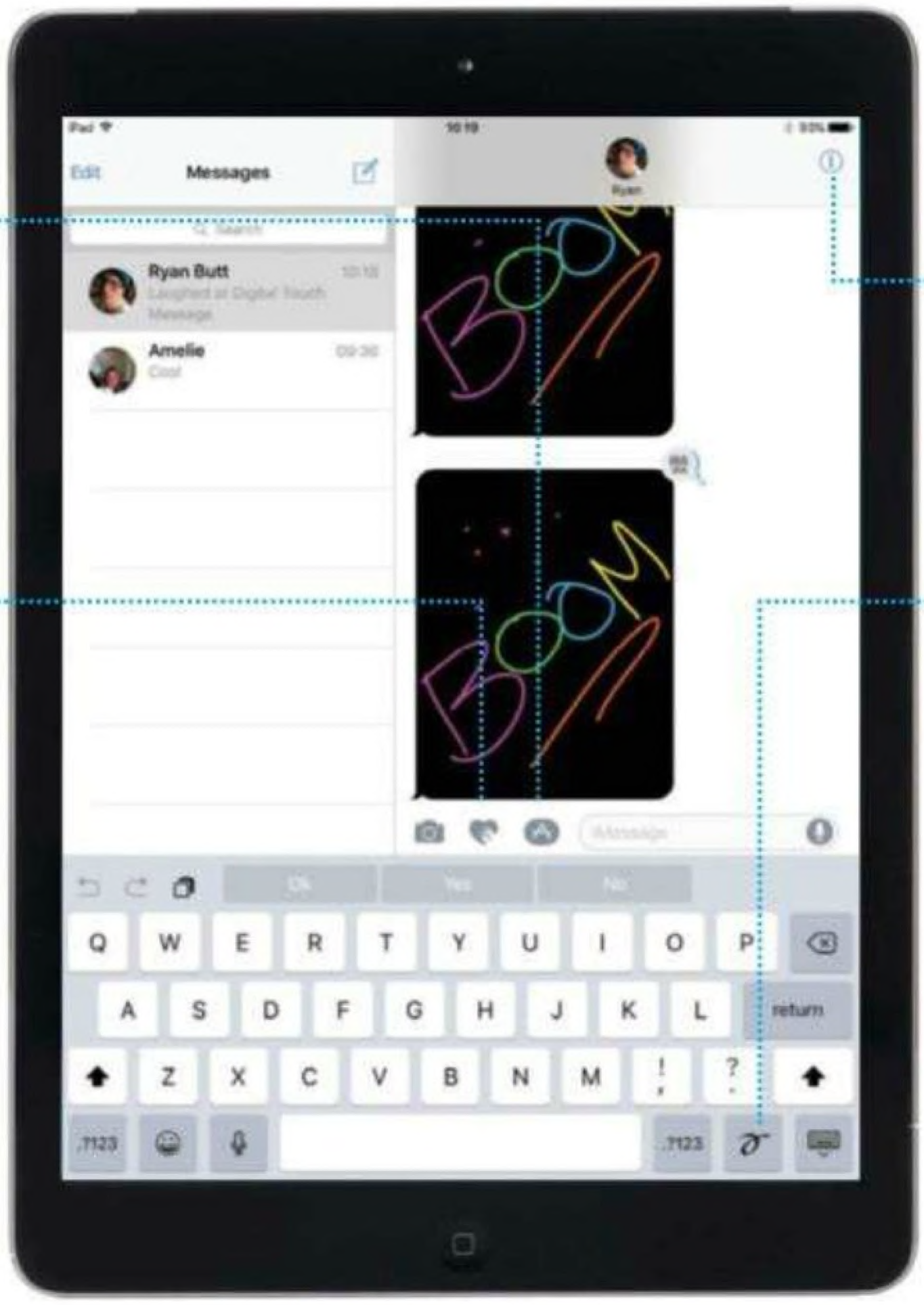


Fig 3 Browse the App Store for more emojis that you can download in-app and use in your messages…

Many more emojis

In iOS 10, Apple has refined one core staple; the Messages app service has been extended beyond the simple sending of text messages to include a whole new developer-ready platform. As such, third-party emojis can be incorporated into the app quickly and easily and used to express yourself in new and imaginative ways through your text messages. Finding and downloading new emojis is easy – it can all be done in-app.

Start by tapping the arrow icon to the left of the text field and this will display three new icons – a camera icon, a heart icon and an App Store icon. Tap on the latter and then choose the Store option. You will now be taken to the App Store (Fig 3) where you can





You can send an audio message by pressing and holding on the mic icon to record. Release to send

purchase and download new sets of emojis that can be selected from this section of the Messages app. Select a set of emojis to browse the contents and swipe left or right to go through the various categories (which also includes Music, Images and Recents). You can tap on the grid icon to view all of the sections in one screen for easy selection.

Read/delivery receipts

We are all used to sending text messages to colleagues, friends and family. When the text is sent, we get on with our lives. There are times, however, when an important message is sent and you want to be sure that the other person knows you have read it. This may be because an important business decision relies on you taking action or maybe you simply want to communicate to a friend that their message has been received. You can turn on the 'Send Read Receipts' option to provide the sender with an indication that you have read their message. To do this, go to the Settings app and head to the Messages section. Tap Messages and, on the right, a new window will appear. Now look for the 'Send Read Receipts' option and turn it on.

Handwrite a message



1 Tap the squiggly line icon
When composing a new message, tap on the squiggly line icon.



2 Write and send
Using your finger, write on the designated area and tap Done.

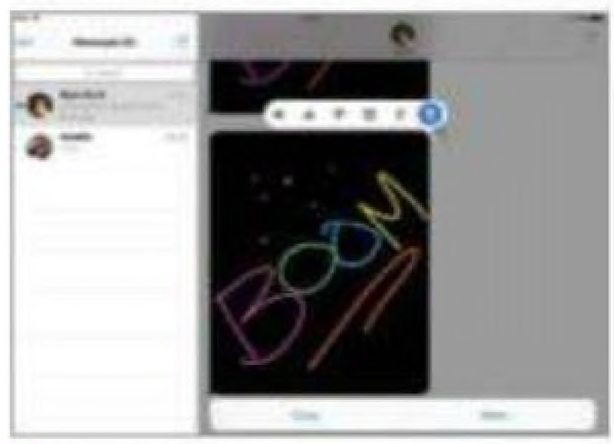
Using Tapback



1 Press and hold
Press and hold on a message that you have received.



2 Select a response
A floating menu of instant responses will appear. Tap one.



3 More options
Tap on 'More' to bring up extra options relating to the message.



4 Choose option
You can now choose to delete the message or reply directly.



Reminders

You need never forget to do something ever again with your iPad's built-in memory bank

You'll use it to...

Make lists
Compose lists of tasks to complete

Set reminders
Get alerts when you need to complete particular tasks

Sync to iCloud
Have reminders pushed to other devices

Tick off tasks
A handy check-box lets you tick off items as you complete them

Check your calendar
Reminders syncs with the Calendar app to track key dates

Remember everything
An intuitive interface means reminding yourself is easy

Set and schedule tasks

Reminders lets you organise your life by setting yourself tasks complete with due dates and 'to-do' lists (Fig 1). The app works with iCloud and your calendar accounts, so any changes that you make will update automatically on all of your iOS devices and computers. It's the simple way to never forget anything ever again!

Set a reminder

Setting yourself a new reminder is a quick and easy process – you can do so by tapping on a line on the page. You will now be prompted to enter a description of your task, so use the pop-up keyboard to summarise your task, then press the down arrow to make the keyboard disappear. You can then fine-tune the settings for the task by tapping on it in the list (Fig 2).

When the 'Details' box appears, tap on the 'Remind Me' button and move the 'On a Day' slider to the 'On' position. Now tap on the



Fig 1 (above) With Reminders you can organise your life into simple 'to-do' lists



Fig 2 (right) Create a task and tap on it to bring up the 'Details' box and fine-tune the settings

date and you will be able set it to any date and time you want. Once you have set the remind date, tap 'Done' in order to return to the 'Details' box and then select the 'Show More' option. Here you can select a list for your reminder to appear on and add any additional notes that you want.



Create lists

Organising reminders into lists makes it easy to keep your work, personal and other agendas separate from each other. The app comes with one list for active reminders, plus a built-in list of completed items. You can also add other lists of your own. To create a list, tap on the 'Add List' option in the lower-left corner of the interface. You will then be able to name your new list and assign it a colour. You can also tap the 'Edit' option in the lower-left corner to edit your existing lists and re-arrange them.

Reminders and iCloud

Reminders is just one of many apps that utilises Apple's iCloud service, which means that any lists and tasks that you create in the iCloud section will be synced and pushed to all of your other iOS devices and computers wirelessly.

Obviously it might not be possible to carry your iPad around with your everywhere, so to get reminders created on iPad pushed to your iPhone is really useful. Go to Settings and ensure that the 'Reminders' slider is turned on in iCloud Settings to make the most of this feature. The ability to set location-based reminders is also present so that your device will chime in when you either leave or arrive at a certain address.



To delete lists, in List view, tap 'Edit' and then hit the red '-' icon for each list you want to delete

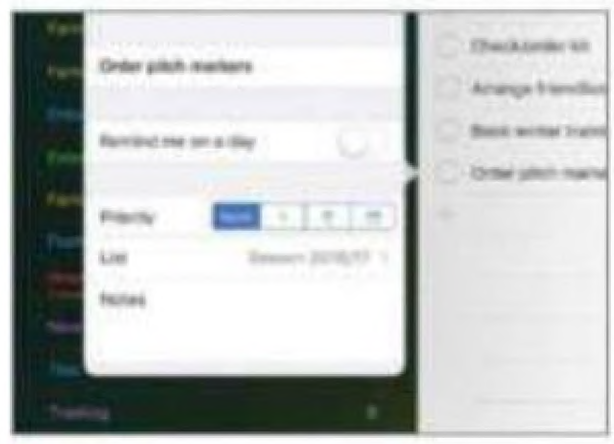
Repeat reminders



1 Open the app
Open your Reminders app, and tap on a line to add an entry.



2 Write reminder
You can now write your reminder and it will appear in your list.



3 Details
Once finished, tap the 'i' icon and it'll bring up the details.



4 Repeat
Turn on 'Remind Me On a Day' to set the reminder to repeat.



Notes

Notes lets you jot down thoughts or ideas – you can even draw them out with a variety of tools…

You'll use it to…

Write down ideas
Jot down ideas while you're on the move

Organise automatically
Notes are listed by time and date created

Take advantage of iCloud
Share your notes and information

Keep note accounts
Create a note-specific account

Search your notes
Search the app for a specific note

Print and email
You can print your notes via AirPlay

Take notes with ease

The Notes app is the perfect way to quickly write down those ideas, lists and anything else that pops into your head that's worth remembering (Fig 1). With iOS 10, your note-making is made easier with the addition of several writing and drawing tools, like a pen, pencil and marker in various colours.

Write and share notes

With iOS 10, Notes are categorised in folders, which you will see once the app is launched. Create a new folder by tapping the option at the bottom of the left-hand column, then create a new note with the icon in the top right. Every note is presented in an easily accessible list, and is simple to share from within the app itself.

To start sharing your notes, tap the 'Share' icon in the top-right of the screen (indicated by an arrow in a box) and you will be presented with options to Email, Message, Copy or Print (Fig 2). If



Fig 1 (above) Notes provides plenty of screen space for you to write down and store a whole range of information



Fig 2 (right) You can easily share your Notes in a variety of different ways

you opt to share via email, the contents of the note will be copied and pasted into an email. All you have to do then is add the recipient's address in the correct field, then you can mail it straight out from within the Notes app. There's no need to cut, paste and switch between the apps yourself. You can print your notes wirelessly, and Notes is also iCloud compatible. Any notes you create can be accessed on any of your other iOS devices.



Keyboard tricks

There are plenty of tricks and shortcuts to use to your advantage in Notes. Pressing the space bar twice in quick succession will place a full stop and a space at the end of your sentence. Also, press and hold on the numbers key and quickly slide your finger to the number or symbol you wish to place before taking your finger off – it will switch back to the letters keyboard, allowing you to continue typing. To get a quick apostrophe, tap and hold the '!' button and slide your finger upwards.

Notes and iCloud

Notes can be linked to the iCloud. This gives you the ability to access your notes via platforms other than your iPad, including a MacBook, iPhone and iMac. If you use a **me.com** or **mac.com** email address for iCloud, go to the Settings, tap on iCloud and turn on Notes. If you use a Gmail or other web email account for iCloud, go to the Settings app and tap on the 'Mail' option, then tap Contacts and Calendars before turning on Notes for the account. All of these features enhance your Notes experience and make note-taking as simple as possible.



In iOS 10 you can add other people to your notes so that they can see any changes

Start drawing in Notes



1 Open Notes
iOS 10 lets you organise notes in folders. Open and name one.



2 Drawing and tools
Tap the squiggly line to start drawing with the tools available.



3 Pencil
Use the pencil, which acts like a real one, to start the basics.



4 Other tools
You can even use the ruler to draw straight lines.



Maps

Use the Maps app to search for and find directions to a location in both graphical or textual form

You'll use it to…

Enter a search
Search for and find your chosen location

Get driving directions
Get a great series of driving directions

See a Flyover view
Obtain a 3D, aerial flyover view

Zoom in
Double-tap on a map to zoom in

See more info
Press on a label to find out more info

Print directions
Print out a useful set of directions straight from your iPad

Find your way around the world

Maps on your iPad provides you with a real-time map that can offer turn-by-turn directions that are dictated as you travel. There are also interactive 3D views plus an amazing Flyover feature. The entire world is open for examination and you can use the spread gesture to zoom in for even more detail.

Navigating Maps

The Maps app has enjoyed several new iOS 10 enhancements to make it even easier to navigate between locations and discover what's around you. For example, when you have selected a start and an end point for a journey and are getting directions, you can swipe the menu in the lower-left corner upwards (Fig 2) to get an overview of the journey and discover where, for example, the nearest petrol station is along the way. This menu also provides handy audio directions (it is powered by TomTom) and other



Fig 1 (above) If you want to jump between global points, it's easy to rotate the Earth over multiple axes



Fig 2 (right) Swipe up to reveal interesting new details about your journeys…

useful information such as your expected arrival time. Another useful feature is weather advice. The Maps app now incorporates information from The Weather Channel, so whenever you are travelling you will be able to see what the weather is like there. If your vehicle features CarPlay or Bluetooth, a pin will automatically be dropped when you park up so that you'll be able to find your car again easily. How cool is that?



What's nearby?

While exploring a destination, you can bring up the new 'Nearby' feature by tapping on the search field at the top of the interface. This will show you a list of quick categories, including Food, Drinks, Shopping, Services, Fun and Health. Tap on a category to get a rundown of more in-depth listings. For example, under 'Food' you will be treated to a list of popular restaurants, grocery stores, fast food outlets and cafés. This feature makes it incredibly easy to get your bearings and see all nearby places of interest upon arriving in an unfamiliar destination, eradicating the switch between apps dedicated to this cause. Additionally, from iOS 9 onwards public transport info is available for certain cities.

Get directions

Once you have found your desired location, press on the pin to reveal the banner. Then press the 'Directions' button in the top left-hand corner of the screen. A drop-down window will reveal your chosen location and three modes of transport: Drive, Walk and, if applicable, Transit (if not, Apps). Once you have selected how you want to travel, a visual route will appear on the map and



Tap the compass point icon in the top-right corner to jump straight to your current location

Bookmark a place



1 Route
Select your start and end point and then tap on Directions.



2 End point
Press on your final location to reveal side panel of information.



3 Information
Scroll down to view further information about the location.



4 Bookmark
Tap the heart icon at the bottom of the menu to save the spot.

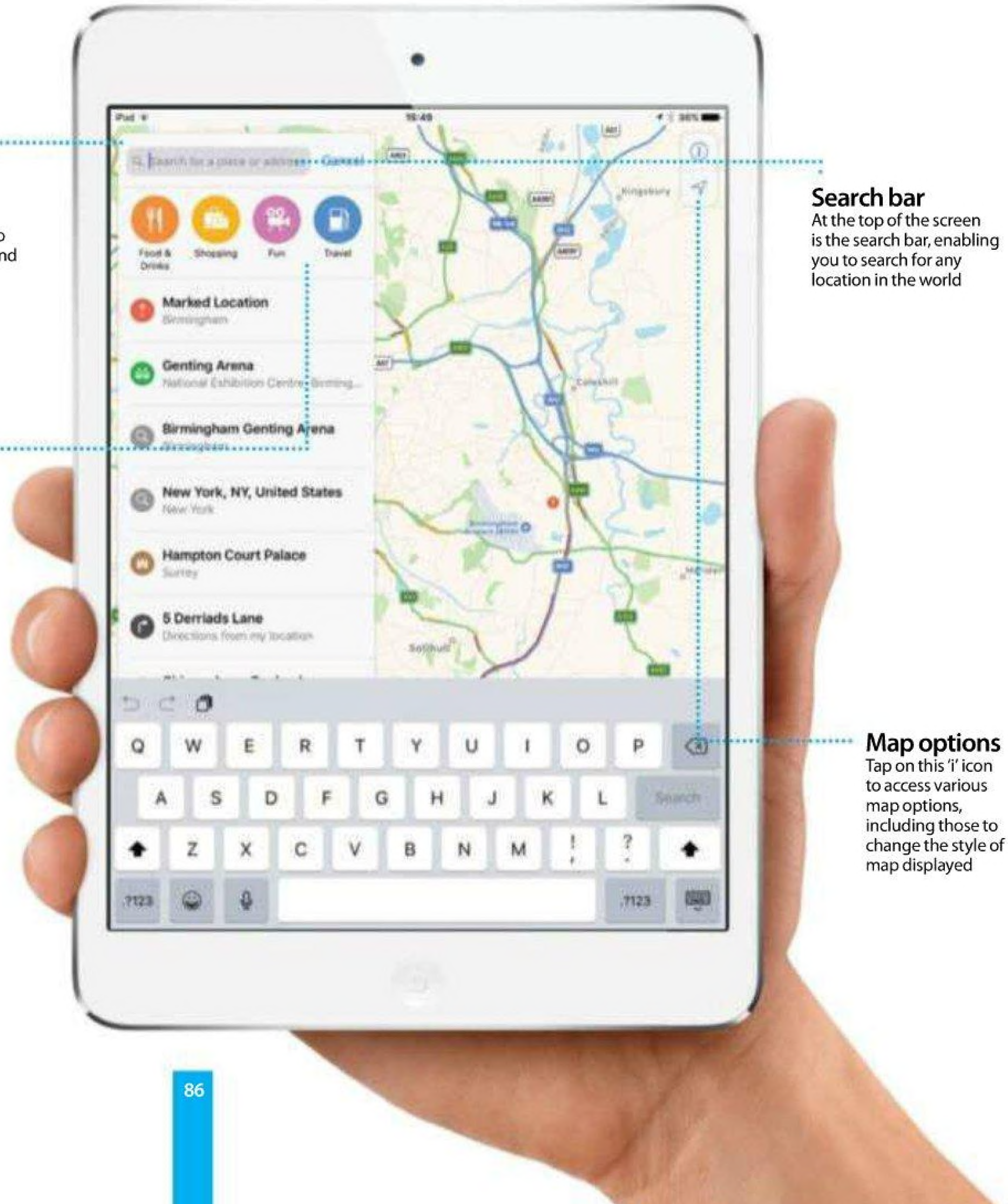


Fig 3 The 'Flyover' feature can produce sights with highly complex 3D objects

each individual step of the journey will be displayed in a list to the left. You will often be presented with multiple routes to the same destination (alternate routes will be displayed as less prominent blue lines on the map), so tap on an alternative if required.

Turn-by-turn navigation

Once you have worked out a suitable route for your journey, and a breakdown of the various steps is displayed to the left, you will see a 'Start' option at the bottom of the screen. Tap this and your device will turn into a satnav device. Maps follows your progress as you go and dictates turn-by-turn directions to guide you towards your destination. You can turn this feature off by tapping the 'End' option in the top-left corner.





Tap on the 'i' icon and use the 'Show/Hide Labels' option to layer information on the map

Standard or Satellite map views

When you are viewing a map location, there are two main ways that this information can be presented. If you want to see the most realistic view of the location, you should select the 'Satellite' view. This produces a bird's-eye viewpoint, which is the most realistic of the three, showing true-to-life features such as major landmarks and landscapes plus rivers and roads.

On the other end of the scale is the standard 'Map' view, which provides you with a similar view as you might see on a paper map, including road names plus the names of areas and indications of landmarks such as parks, schools, shopping centres and more.

Flyover

With the 'Flyover' feature in Maps, you can see a selection of major cities from the air with photorealistic, interactive 3D views (Fig 3). The feature is not available for the entire planetary surface, but cities are constantly being added. The feature enables you to explore cities in high resolution via zoom, pan, tilt and rotate gestures. If the city you are exploring is available in Flyover mode then the option will appear at the top of the interface.

Access the different map views



1 The corner
Press the 'i' in the top-right corner of the map to expose the map menu.



2 Change the style
There are two map styles accessible by tabs at the top of the menu.

Use public transport



1 Tap the 'i' icon
Tap the 'i' icon in the top-right corner of the map screen.



2 Select Transport
Tap on the 'Transport' tab within the menu and then close it.



3 Transport routes
All of the available public transport routes will be added.



4 Select a station
Tap on a station to view departure times and connections.



Clock

Keep track of the time wherever you are in the world and never be late again with the Clock app

You'll use it to...

Browse world times
See the time in cities across the globe

Set an alarm
Have different alarms for numerous tasks

Measure elapsed time
Use the stopwatch and see time go by

Measure time intervals
See the time left between tasks

Catch the latest news
The clock links to Yahoo! in your location

Check the weather
View summaries of local climates

Keep track of time

As well as letting you see the time across the world (Fig 1), the Clock app allows you to time the interval between events or use a stopwatch. It also operates as a brilliant alarm clock, that even offers suggested bedtimes thanks to iOS 10.

Set an alarm

Tap the '+' icon in the top right-hand corner to begin setting an alarm (Fig 2). Use the dials to configure the time, then decide whether or not you want to repeat the alarm – perhaps on a specific day of the week – and whether you would like to include a snooze function. It is possible to label that particular alarm however you wish, for example 'Meeting' or 'Waking up'. Then, thanks to iOS 10, the new Bedtime function will make suggestions to help you stick to a healthy sleeping routine. Based on the number of hours' sleep you want, your iPad will suggest the ideal bedtime for you.



Fig 1 (above) You can add pages and pages of world times – just tap Add



Fig 2 (right) Tap the '+' icon in order to begin setting up your alarms for various different tasks

You can also personalise your alarms by adding a particular sound. When you have completed this, the alarm will show on the calendar within the Clock app so that you can see, at a glance, when any of your alarms have been set to go off. It is possible to edit any of these by selecting Edit in the top left-hand corner.



Stopwatch and timers

When you tap on the 'Stopwatch' tab at the bottom of the screen, you are able to begin measuring elapsed time. Likewise, when you select Timer, you can measure time intervals as well.

With the Stopwatch, you simply tap Start and the time will begin to increase. When you tap Stop, it will cease. The Stopwatch has a great lap timer, too. Tapping Lap when a lap is finished will show the time that the lap took to complete. On the Timer, simply input the timescale you want using the dials and then tap Start. The countdown begins.

World clocks

As well as being able to see a set of five default time zones of Cupertino, New York, Paris, Beijing and Tokyo, tapping Add lets you find any location around the world and see the local time in that city or region.

When you tap the 'Add' button, you will be shown a list of included time zones. You can either scroll through these and find one that you want, or you can decide instead to use the keyboard and input a search term. Tap the result you are looking for and the clock will be added to those that already exist. The time will also be placed on the world map.



You can quickly turn off your alarms by going to Alarm and moving the slider to the Off position

Add music to an alarm



1 Add alarm
Tap on '+' to Add Alarm. You will then need to select Sound.



2 Select song
In the Songs category, some of your tunes will be listed.



3 Pick a song
Either tap one of these options or, alternatively, select Pick a song.



4 Search for tunes
When you have found one you want to use, tap it to choose it.



FaceTime

FaceTime is ideal for talking to your friends, family or colleagues in real time via video link

You'll use it to...

Make video calls
Talk face-to-face with friends and family

Talk to other devices
Call from iPad to iPhone or MacBook

Switch cameras
Easily switch from front to rear cameras

Call for free
FaceTime calls are free of charge

Use FaceTime on TV
Great for making group calls

Add Favourites
Create FaceTime favourites

Chat face-to-face

FaceTime allows you to undertake video calls with another user of a compatible Apple device absolutely free over a 4G or WiFi network. The app also includes a picture-in-picture facility while you're talking, so that you can see how you look to the person on the other end of the call.

Call a contact with FaceTime

To enable you to use FaceTime, you will initially need to activate the feature in the Settings app and set up an Apple ID, if you haven't already obtained one. You'll also need a Wi-Fi or cellular 4G connection for the app to work (Fig 2).

When you open FaceTime, you may be prompted to sign in using your Apple ID or create a new account. Before you can make your FaceTime call, tap the Contacts app and find the details of the person you are planning to call. Choose a name and either tap that person's phone number or their email address. Either option



Fig 1 (above) You can easily control the volume during a FaceTime call

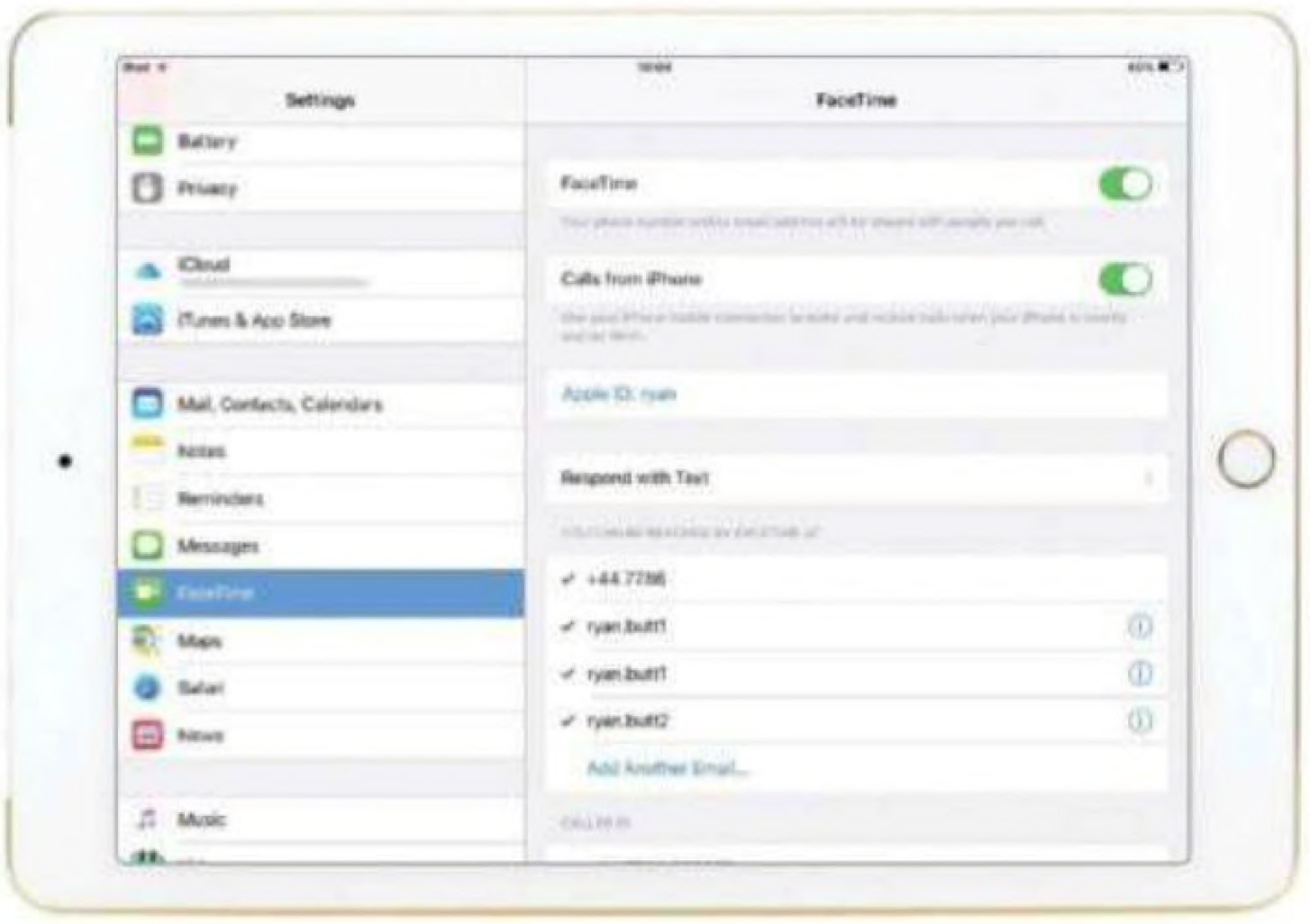


Fig 2 (right) Make sure FaceTime is turned on in the Settings app first

will open FaceTime. When making the call, you can hold the iPad in either landscape or portrait orientation. It is advisable, however, to lock the rotation before you make your call to avoid disruptive orientation changes during your chat.

The FaceTime interface lets you switch between Video calls or Audio calls via the tabs at the top of the interface. Audio calls are essentially just like regular phone calls, but free between iOS users.



Picture in picture

One of the enhancements made to FaceTime along the way was the inclusion of picture in picture mode. This means that you can reduce the size of your FaceTime window on your iPad screen so as to carry out other tasks while you chat. To enable PiP mode, simply tap on the PiP icon in the lower corner of your chat window. You can drag the reduced FaceTime window around to reposition and place your fingers on it and pinch/expand to change the size of the window. It's a new way to never let chat get in the way of work.

Chat on multiple devices

One of the more useful features of the FaceTime app is its capacity to be used in between devices, for example iPad and iPhone, iPad and iMac and iPad and MacBook. This is a real bonus, as you can initiate a new conversation no matter where you are and what you're doing – so long as you have your iPad on you.

There are slight differences in how communication is initiated, however. The requirement of an Apple ID is constant but, in addition, you will need a phone number if you want to call an iPhone. To call an iPad, iPod touch or Mac, you can use an email.

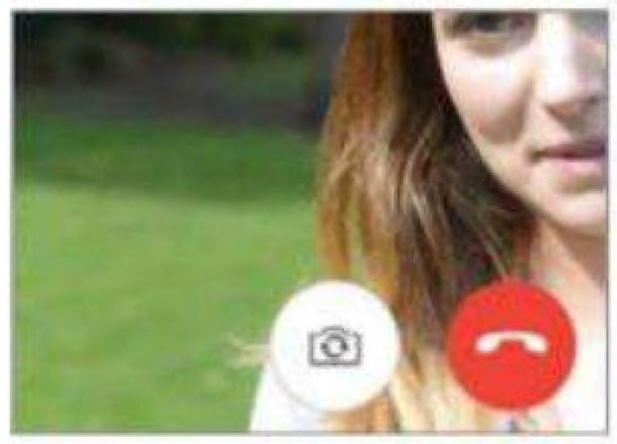


To remove favourites from FaceTime, tap the Edit button, select the contact and hit Delete

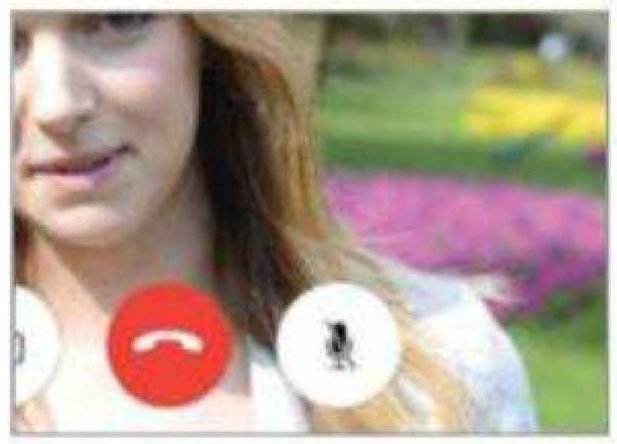
The FaceTime controls



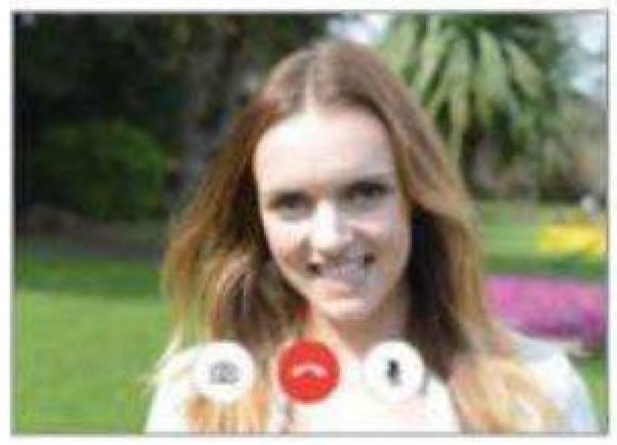
1 Picture in picture
Look at the small image of yourself that your caller sees.



2 Show what you're seeing
Toggle the camera view with the bottom-left camera icon.



3 Mute your speech
Mute yourself with the bottom right mute icon.



4 End call
To end the call, press the End button situated bottom-centre.



Camera

With the iPad's powerful camera, you can take and process photographs on the go

You'll use it to...

Capture images
Take and process photos quickly, efficiently and easily

View multiple images
Browse through many photos at the same time on the iPad's screen

Record and edit video
Take moving pictures and trim them down to shorten the length

Share photos
Transfer images to other devices with the iPad's network capabilities

Upload to YouTube
Publish your videos online straight from the app with the upload function

Capture stunning images

The Camera app provides all the necessary tools that you require to take striking and impressive photographs. In addition, you can collate images and store them for future viewing, manage images into albums and share them with friends and family via both Wi-Fi and 4G.

Manage and edit your images

The built-in Photos app lets you view photos that you capture on your iPad, or those you've synced to it. Photos that you take with the built-in camera or save from an email, text message, webpage or screenshot are all included here (Fig 1).

To view images, just tap one of the buttons at the bottom of the screen. For example, tap the Album button and then a specific album to see its full suite of thumbnails. Tap a thumbnail image to see the photo itself. You can also use the pinch gesture command



Fig 1 (above) Take and organise your favourite photos for later viewing



Fig 2 (right) Adding filter effects to your image provides a range of impressive-looking results

to open or close an album, view a photo or go back to the thumbnail view.

To edit a photo, display your chosen image and tap on Edit in the top right. A selection of commands will be listed at the side of the screen. You can Rotate and Enhance the image at the tap of a button, and also make Red-Eye correction. Tap filters to display a range of additional filter tools that add visual effects (Fig 2). Crop provides aspect ratio measurements to trim your image.



Access viewfinder features

One of the principal features in the Camera app is the HDR (High Dynamic Range) button. On the app's viewer screen, tap to turn on HDR and, when you press the trigger button, the iPad will blend the best of three instant exposures into an improved single photo.

Swipe the menu to Square and the output image will adopt a square shape – ideal for sharing on Instagram. Finally, you can use gesture movements to zoom in and out of the viewer.

Share your images

Photos are automatically uploaded to My Photo Stream and then spread to the rest of your enabled devices, whether iPhone, MacBook or iMac. To turn on My Photo Stream, go to Settings>iCloud>Photos>My Photo Stream. New photos that you have taken are uploaded to My Photo Stream when you leave the Camera app and when your iPad is connected to the internet via Wi-Fi or 4G. To save photos to your iPad from My Photo Stream, go to the Photo Stream album, tap Select (top right) to select the photos that you wish to save, tap Add To and then select the save destination.



To start Camera quickly, swipe up the Control Centre and tap the Camera icon

Take a photo



1 Select Camera
From the Home page, tap the Camera app.



2 Select Photo
On the right, swipe the menu choice to Photo or Square.



3 Prepare to snap
Wait briefly for the yellow, auto-focus, box to appear on-screen.



4 Take and save
Press the white button. A shutter noise indicates a saved image.



Fig 3 Trim your new video to size during the editing process

Record and edit a video

To take a video, open up the Camera app. Make sure that the Camera/Video/Square selector is set to Video. To do this, swipe it to the video position.

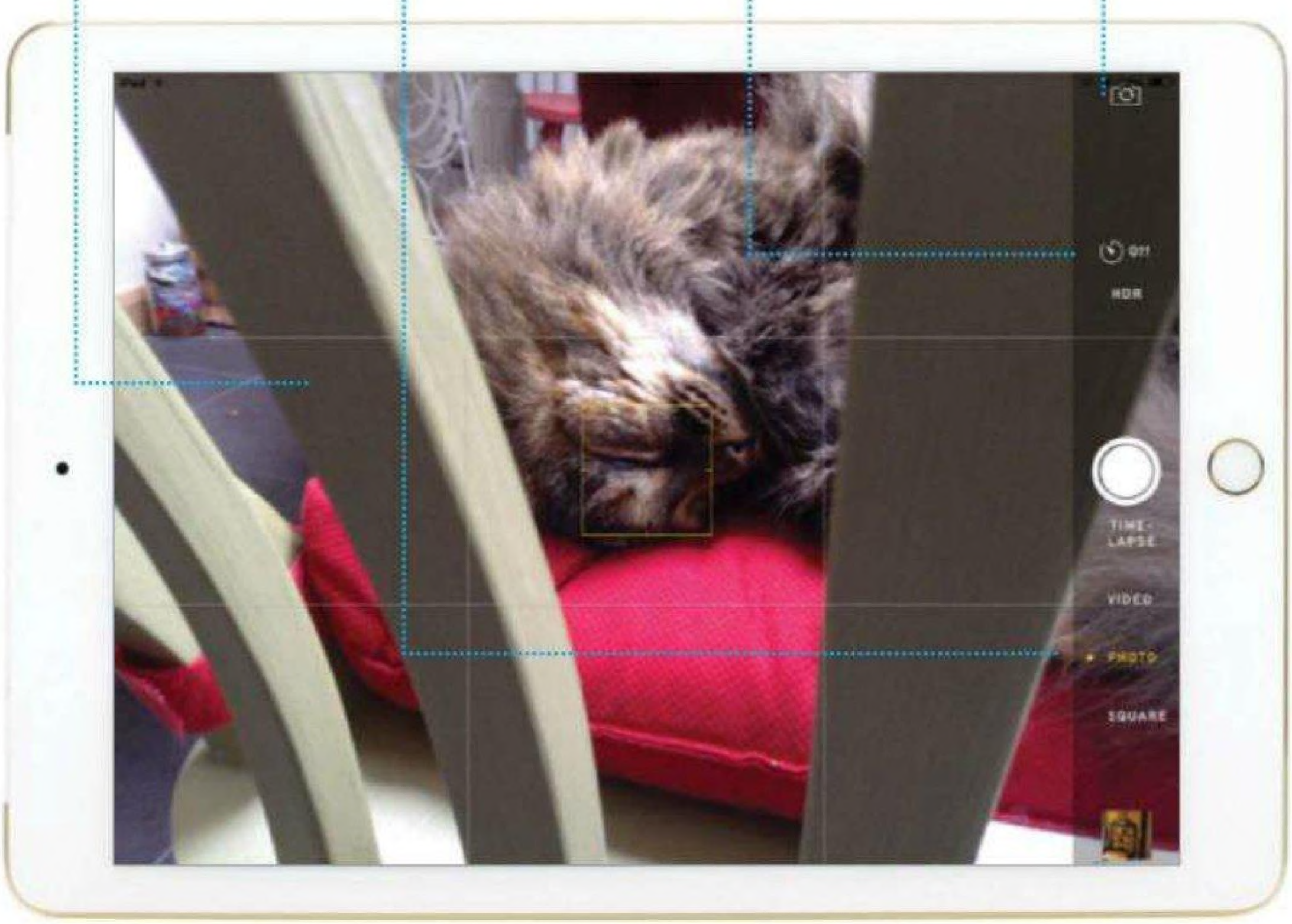
Lift the iPad and aim it at your chosen subject. Make sure that you frame your subject and pause a second, allowing the iPad to focus (a rectangle briefly appears to show that both the exposure and focus are now set). Tap on the red video record button that is situated within the screen, halfway up on the right hand side. The video will begin and a sound effect will be triggered to indicate this. Press again to stop and save.

Main screen
The largest area of the screen is where video plays on the iPad. Here, you can compose your film

Mode select
Swipe the mode to select Camera, Video or Square, which turns the window into a square shape

Shutter delay
Tap this icon to choose a shutter delay from three or ten seconds to line up your perfect shot

Camera switch
At the top right, the camera switch icon will toggle the front and rear facing cameras





In video mode, quickly access your last video by tapping the thumbnail icon in the bottom-right

You can then edit your footage. Open Photos, tap on Videos and select your video. Notice the bar at the top of the screen containing the video frames. Tap and hold the right side of the frame bar until the Trim command appears (Fig 3). Two yellow lines appear on the right and left side of the frame bar. Press and drag the lines left and right until your video has reached the correct size. Only those frames within the two bars will be saved.

Publish videos on YouTube

You can share a video with the world by uploading it to YouTube almost immediately. If you have something you want to share, tap the Photos app and, when it has opened up, locate and tap on the videos folder. A selection of your videos will then appear on the screen. Tap on Select at the top right of the screen. Select the video to upload by tapping on it.

Press the Share icon on the top left of the screen. This will reveal a range of icons. Press the YouTube icon and a new YouTube window will appear on the screen. Type in your YouTube username and password. A range of information can then be inserted, including the video title, description, definition information, category and target audience. When ready, tap on Publish.

Shoot a video



1 Select Video
Slide the camera mode to Video and the shutter button will turn red.



2 Start recording
Tap the red button and the clock will display the duration of your film.

Time a photo



1 Tap the timer
Press the clock (timer) icon to the right of the screen.



2 Set the delay
Choose the time delay from the two options available.



3 Line up your shot
With a three or ten-second delay selected, line up your shot.



4 Tap the shutter
Tap the shutter and the picture will be taken after the time.



Photos

Use Photos to organise, edit, view and share from your collection of pictures

You'll use it to...

View photos
Browse the photographs stored on your iPad

Enhance photos
Fix faults such as Red-eye, Brightness and Contrast

Create albums
Create albums and add a collection of pictures to them

Watch slideshows
Select albums and watch a slideshow of the photos

Share with friends
Send photos to friends by email and share them online

Turn on Photo Stream
View photos from any device using iCloud and Photo Stream



Fig 1 (above) Tap the photo to remove the top and bottom bars and view it full screen

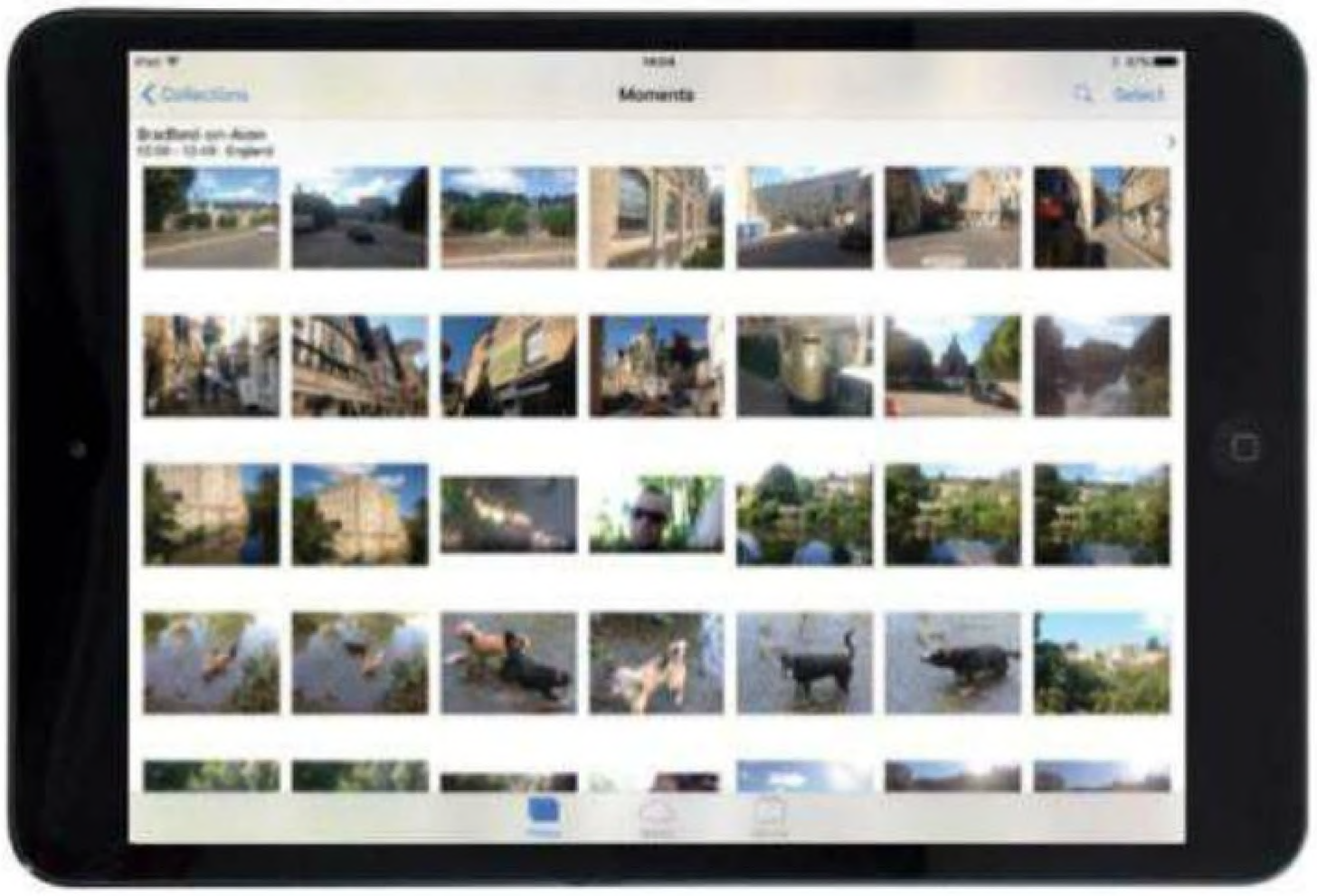
Fig 2 (right) Swipe up and down to browse the Camera Roll and tap photos to view them

View your images

Photos look great even on an old iOS device, but they are stunning on models with a retina display. There are several ways to browse through your photos on an iPad, just tap 'Albums' at the bottom, select an album and choose a photo to view (Fig 2).

The Camera Roll

When photographs are taken, they are automatically saved to an album called Camera Roll. The idea is that it is like an old film camera and the images are organised by date from oldest to newest. Unlike film cameras, your iPad can store hundreds of photos. To view them, press 'Albums' at the bottom of the screen and then tap Camera Roll. Thanks to iOS 10, the Photos app has also had an AI boost, meaning now albums for the likes of Places, Faces and Selfies will automatically be created and have all applicable photos organised into them for easy access. Tap to view a photo and browse through them by swiping left or right to see the previous or next image. Not



only are photos stored in the Camera Roll, but videos too. They have a video camera icon and length displayed on them.



AirPlay

Although the iPad can display your photos and they look fantastic, it isn't so good when you want to show them off to a group of people. A much better solution is to gather everyone around the television and show the photos on that. If you have an Apple TV, pressing the 'Share' button in the corner when viewing a photo provides access to AirPlay. Press it and select Apple TV.

iCloud Photo Library

Many people have more than one Apple device – perhaps you have an iPad, iPhone and a Mac. It would be nice to view photos taken on an iPhone on the bigger screen of the iPad, or to see iPad photos on a big screen desktop computer. The iCloud Photo Library is the answer because now every photo you take is automatically uploaded to your iCloud, giving you freedom to access your library from any device, anytime you want. Go to the Photos & Camera section in your iPad's Settings app to configure it.

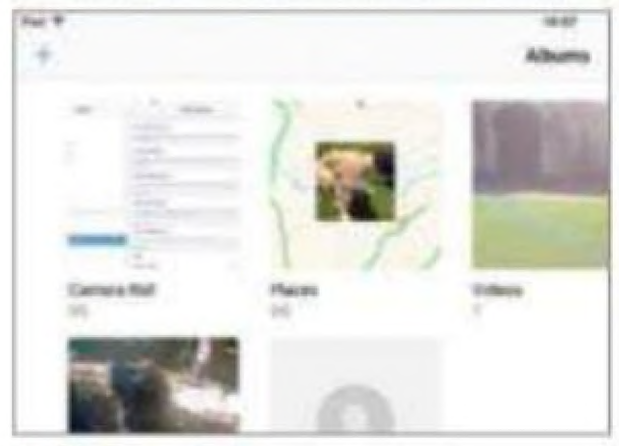
Slideshows

View any album and there is a 'Slideshow' button in the top-right corner; this is a great way to view your photos. It shows each picture full screen for a few seconds before automatically moving on to the next one. If you have a stand for the iPad, it turns it into a superb animated photo frame. Press the 'Slideshow' button and a panel is displayed containing some useful options. For example, there



You can turn on Photo Stream by going to Settings and selecting 'Photos & Camera'

Create a new album



1 My Albums
Press Albums at the bottom, then tap the '+' in the top corner.



2 Name it
Every album needs a title. Think of a name and press Save.



3 Add photos
Select the photos to add to the album and then press Done.



4 View it
You'll end up back at step one, and tapping the album displays it.

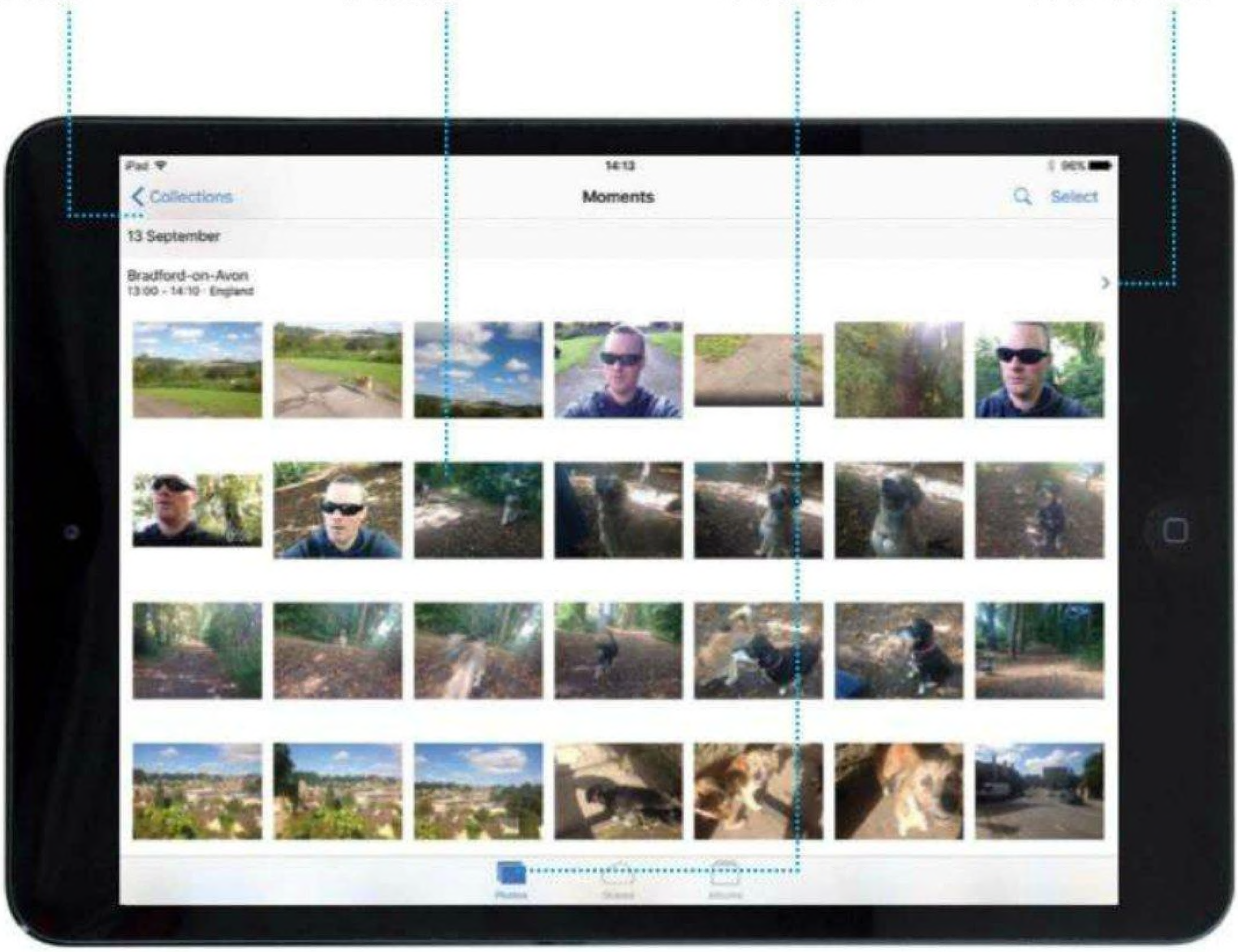
Photos



Fig 3 Choose the transitions, select your favourite music and then play the slideshow

are a number of transitions (special effects) that can be applied when moving to the next photo (Fig 3). Tap the option and choose between Dissolve, Ripple, Wipe and others. Try each effect and see which suits your images best. It is also possible to play music alongside your slideshow.

There are more options to be found by going to Settings and selecting 'Photos & Camera'. You can choose the length of time to display photos – the default is three seconds. You can also choose whether to shuffle the photos or play them in order, and whether to stop after the last one or to repeat the slideshow by going back to the beginning again. Try the slideshows with different settings to see which suits.





When using Crop, tap the Aspect Ratio icon to choose square, widescreen and so on

Edit photos

Not every photo taken will be perfect. You'll find that some could do with brightening up, a flash may cause someone to have red-eye, or there is too much wasted space that you don't want in the frame. The Photos app has some simple but effective tools for enhancing photographs and fixing minor problems that could otherwise spoil them.

Select a photo and press the 'Edit' button at the top to switch to 'Edit Photo' mode. At the side of the screen is a collection of useful tools, such as Rotate, which turns the image through 90 degrees for photos that are in landscape when they should be portrait and vice versa. The Enhance tool is very simple and one tap is all it takes to adjust the Brightness, Contrast and Saturation. Photos selects the best settings and applies them automatically. The Crop tool displays a frame around the photo and you just press and drag the corners to select the portion you need and discard the rest. The Filters button applies special effects like Mono, Tonal, Fade, Instant and others. Thumbnails are displayed at the bottom and you just tap the one you want. With Red-Eye you just tap each eye to remove the redness – it's easy.

Enhance photos



1 Auto-enhance
This photo was a bit dull, but pressing Enhance brightened it up.



2 Apply filters
Press Filters and there are interesting effects, like this one that ages photos

Share an image



1 Pick a photo
Open an album and select a photo. Tap the 'Share' button.



2 Sharing options
There are lots of ways to share items. Tap the one you want.



3 Tweet it
Press Twitter or Facebook and enter a comment to the photo.



4 Email it
You can also attach the image into an email if you wish.



Photo Booth

Why stick to taking boring, simple snaps when you can have some fun and jazz them up?

You'll use it to...

Make fun images
Select from a host of effects

Share pictures
Send your creative snaps to others

Share on social media
Add to Facebook and Twitter

Edit photographs
Use your fingers to fine tune

Distort images
From mirror to X-ray

Take normal shots
Opt for a sensible approach

Make photos more fun

With the Photo Booth app, you can take photographs on your iPad with a whole host of effects (Fig 1). From Light Tunnel to Twirl, Squeeze and Stretch, you can capture fun images using the front- or back-facing camera. When you are finished, it's really easy to share your newly created images with your friends and family.

Use creative photo effects

Browse through the list of effects and select the one that you want to use when taking your photograph. You can choose from Thermal Camera, Mirror, X-ray, Kaleidoscope, Normal, Light Tunnel, Squeeze, Twirl and Stretch (Fig 1).

When you make your choice, you will then be given control over the camera. In the left corner of the screen, you can go back and select a different effect from the one that will now be showing. Or you can tap the camera icon, in which case, a photograph will be taken. Move the iPad around in order to change the effect and



Fig 1 (above) There are loads of different effects to choose from

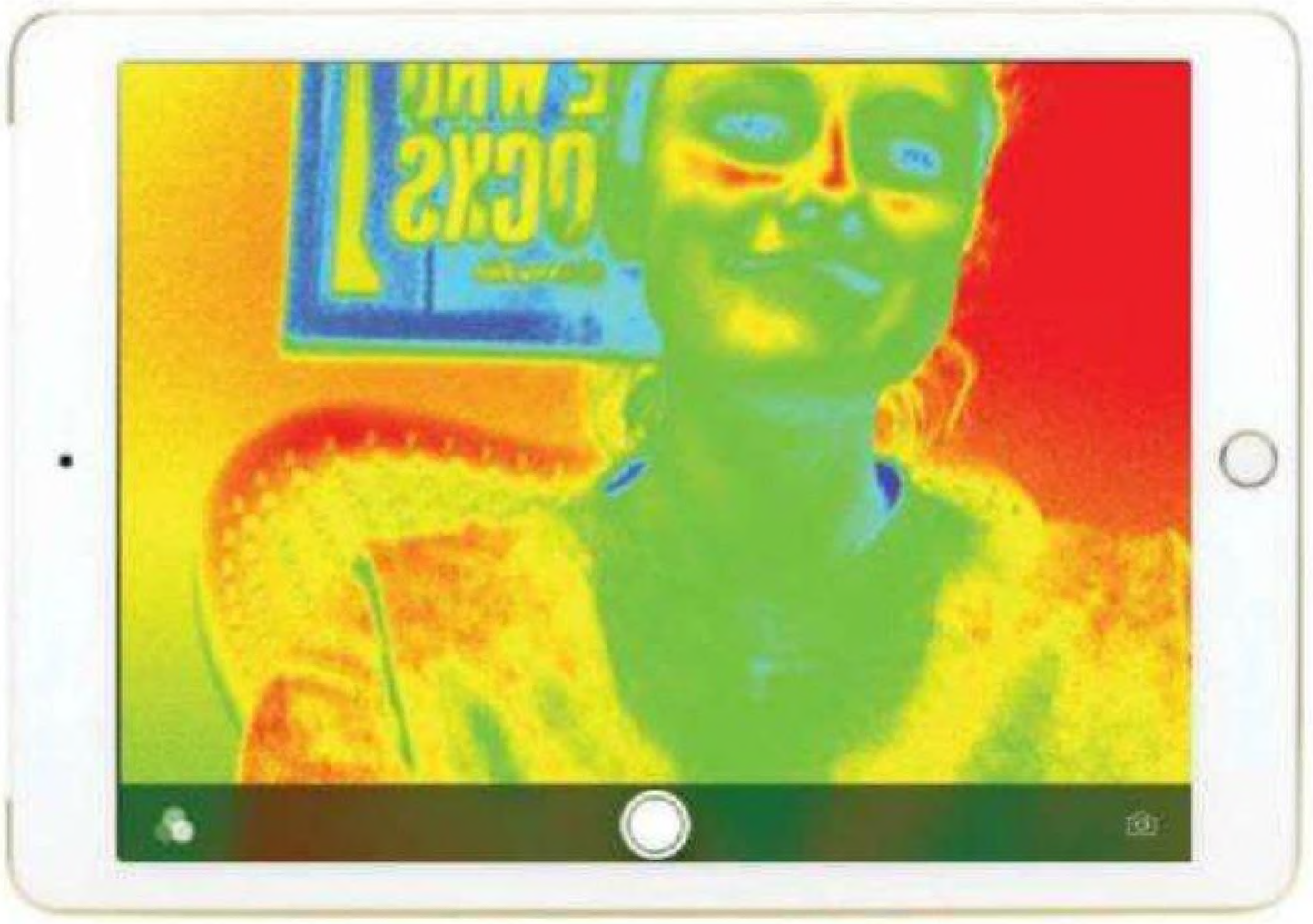


Fig 2 (right) Photo Booth's Thermal Camera effect in action – try it out for great results

use your fingers to manipulate the image. Not all images can be manipulated, but some effects, such as Kaleidoscope, give you some control over the finished result.

The images are placed in the Camera Roll in the Photos app but they will also be available to view via Photo Booth. The whole idea is that you have a lot of fun producing your images, so don't be afraid to experiment and try to push the boundaries to see what sort of effects you can produce.

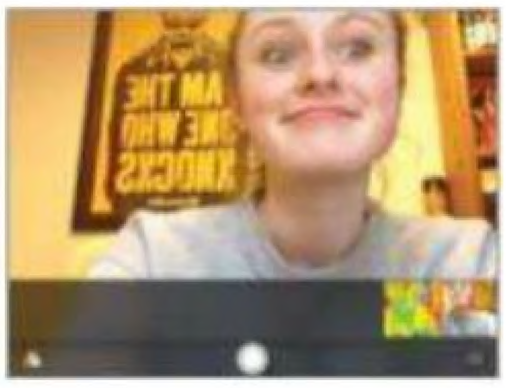


Share your images through email

Press the Share button in the bottom right-hand corner of the screen and you will be prompted to select the photographs you have taken via the app. Tap on the images you want, which will highlight the Email option. By tapping on Email, the Email app will open on the iPad and the picture will be embedded within a message. Simply compose your email message as you would normally and then hit Send to show off your Photo Booth masterpiece to everyone you know.

Share on social networks

You can also select Copy when you press the Share button and then choose a photo. This handy feature will let you paste the image within another app. As mentioned previously, the images you take with Photo Booth are saved to your Photos app. By opening this and selecting an image, you are able to press the Share button and send it to a whole host of different services, including Facebook and Twitter.



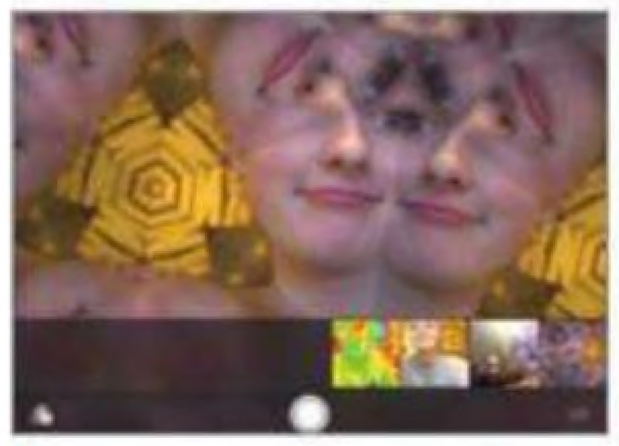
By tapping the icon in the bottom-right corner, you can switch from front to rear-facing cameras

The apps

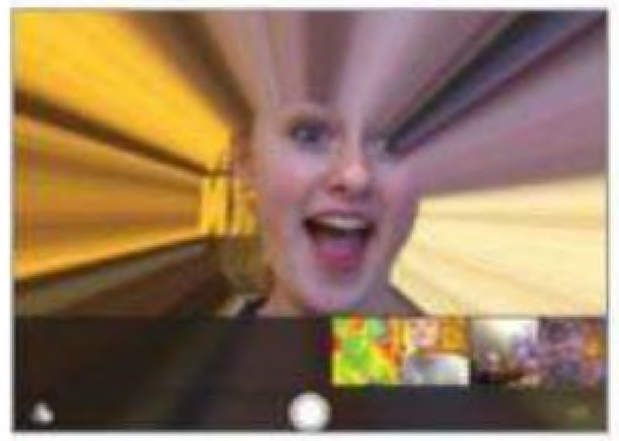
Edit by touching



1 Take a photo
Select an effect and then point the camera at your subject.



2 Use your fingers
Use your fingers to start manipulating the image.



3 Twist and turn
Experiment by twisting and turning your fingers around.



4 Tilt and touch
Tilt the iPad around and see what results you get.



News

Meet the newly redesigned News app for iOS 10, your one-stop news digest

You'll use it to...

Browse news sources
Pick the sources that matter to you

Get personalised news
Use the 'For You' section to check the latest news in your area of interest

Share stories
Alert your friends to the top stories of the day

Save stories
Save the most gripping stories for reading when you have time to enjoy them

Stay informed

The News app, which will be on your Home screen as one of iOS 10's default apps, is the perfect one-stop shop to get the latest news stories and videos based on the information you want. The app has been totally redesigned for iOS 10, and provides an essential digest for all of your favourite news sources. By accessing all of the news that matters most to you through one app, you're saving yourself the time it would take to access each source's respective app individually (Fig 1).

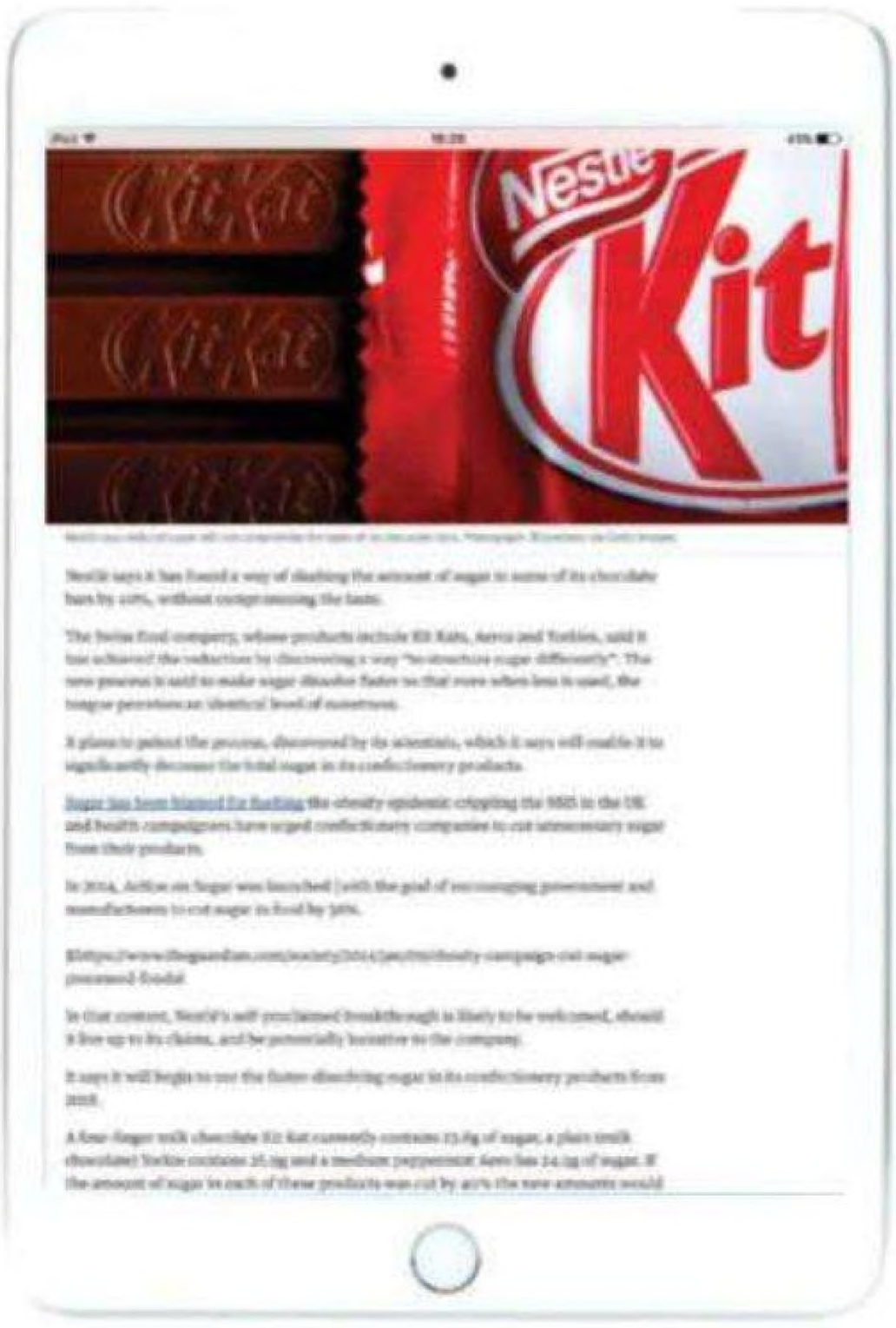
Getting started

When you first launch the News app you will be invited to pick one or more of your favourite news sources from an extensive selection. These sources will provide the content for the app, but you can add more at any point or remove sources later that you feel aren't doing the business. Your choices will help News decide what to show you in the 'For You' section of the app. As all of the content is updated regularly, you can



Fig 1 (above) The redesigned UI feels like a classic newspaper, with big, bold headlines and even displaying the weather

Fig 2 (right) Tap on a news story to read it. In iOS 10, videos will play in-line, so you can just tap the play button to watch them



swipe down while in the 'For You' view to refresh the content and update your feed with new stories from around the world as and when they become available.

When you see a story that you want to read, tap on it and you can read it in its entirety using the full screen of your iPad (Fig 2) – video stories will even play in-line within in the app.



Your sources

To view your current preferred news sources, tap on the 'Favourites' section at the bottom of the interface and they will all be displayed onscreen. Tap on a source to only display the news from that particular source. For example, if you want to head straight to music-related news, tap on the NME source, or suchlike. You can also tap on the 'Edit' option in the top-right corner to remove certain sources from your collection if you find that you no longer read the stories they provide. Tap the bell icon in the top-left of the screen to open up the Notifications screen, which allows you to choose which sources can send you notifications. Your news, your rules.

Explore new news

To add more sources to your 'For You' feed, tap on the 'Explore' button at the bottom of the interface to see suggested channels and topics, as well as an extensive list of categories that you can select to see even more sources that specialise in that field.

To add extra sources, simply tap on the '+' icon on the respective source. You can swipe across to see more options, including topics to subscribe to rather than channels.



Tap on Search to see a list of popular news topics that are currently trending and worth checking out

Setting up



1 Getting started
Launch the News app and tap on the 'Get Started' option.



2 Pick your favourites
Scroll through the various news channels and tap to select them.



3 Sign yourself up
With sources selected, tap 'Done' followed by 'Sign me up'.



4 Your news digest
Based on your picks, the latest stories will be presented.



Fig 3 You can save stories to read later or find previously browsed content in History

Reading news stories

When you want to read the full content of a story that appears in your feed in the 'For You' section, tap to open it full screen in the brilliantly redesigned reader. This will also present a selection of additional features. As always, you will see the Share icon – tap this to spread the story through the usual array of sharing options, including your social networks. You will also see options here to open the story in Safari and add it to your Safari Reading List.

Tapping the heart icon will mark the story as a favourite, making it easy to pick out in the digest of stories. Alternatively, if the story isn't something you're really interested in, tap the heart icon with a line through to 'Dislike' it. This will help the app learn your preferences. Better still, you can tap on the bookmark icon to save the story – this



Save news
Tapping the bookmark icon will allow you to save a particular news story to the Saved section, making it easy to continue reading when you have time

Your news
The News app tailors your feed to meet your particular needs and requirements, so you only have to read the stories that are important to you

Share
You can share news stories through the usual variety of methods or even save them to your Safari Reading List

Mark stories
These heart icons will either mark the story as a Favourite, or tell the News app that you don't want to see it again. This helps News learn your preferences



You can clear your history by tapping Saved, choosing the History tab and then 'Clear History'

is particularly useful if you come across a story of interest but don't have the time to read it. Once a story has been saved, you can then tap on the 'Saved' section at the bottom of the interface to take you to the list of your saved stories.

The Saved section also includes a handy 'History' tab that you can tap on to see all of the stories that you have read. So even if you forget to save a story, you can still find it with relative ease through this section (Fig 3).

Searching for news

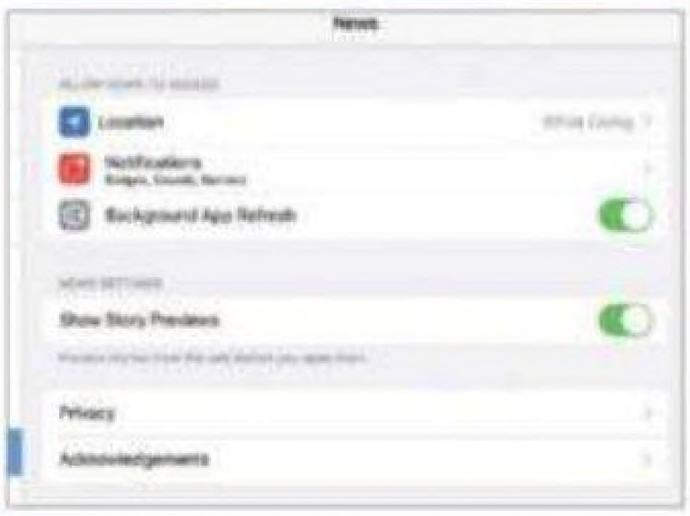
The only other section within the News app that we haven't really touched on yet is the Search facility. When you tap on this you will initially be presented with a list of all of the news topics that are trending across the world at that time. However, if none of those tickle your fancy you can enter keywords into the search field to find what you're really looking for.

As you enter keywords you will be presented with top hits. Simply tap on one of the topics to reveal the content, or if you just want to quickly add the topic or channel to your list of 'Favourites', tap the '+' icon and the icon will change to a blue tick.

Enable background app refresh

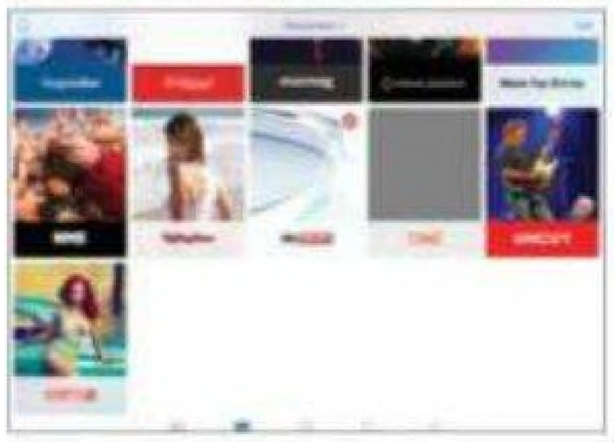


1 Go to Settings
Launch your Settings app and head to the 'News' section.



2 Enable the option
Enable the 'Background App Refresh' option to update content constantly.

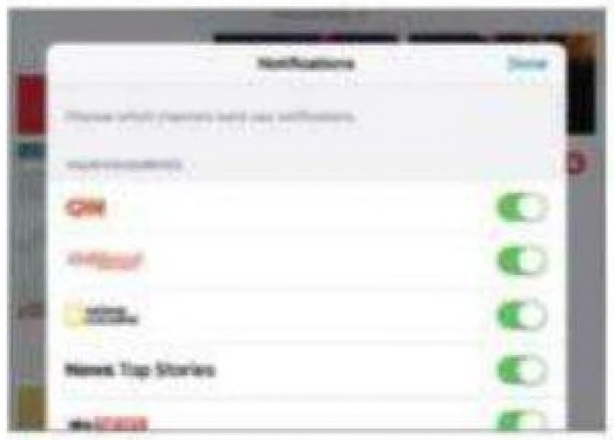
Customise News notifications



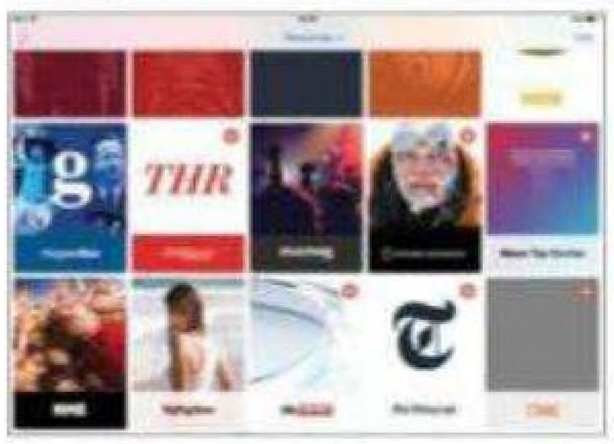
1 Go to Favourites
Navigate to the Favourites section within the News app.



2 Tap the icon
In the top-left is a bell icon. Tap this to see Notifications settings.



3 Choose your channels
Enable notifications for all of the channels you want to hear from.



4 Check your list
In Favourites, channels you've selected will display this icon.

iBooks

Enjoy a good read without having to trek to the library, and save some trees at the same time

You'll use it to...

Buy books
Access the iBooks Store

Read fiction
Flick through thousands of novels

Scour textbooks
Educate yourself with learning materials

Save your PDFs
Place PDFs in iBooks

Search through books
Find specific terms within a text

Enlarge text
Make books comfortable to read

Read books on your iPad

Using iBooks, not only can you browse books and buy them in the iBooks Store, you can also read them on your iPad and take advantage of great search facilities. The app puts an entire library of books at your fingertips (Fig 1).

The iBooks Store

The iBooks Store is the place to go to choose from thousands of books to buy and download to your iPad, both fiction and non-fiction. You can access the iBooks Store by going to the iBooks app, where you can choose either the Featured tab to view the latest books and deals, Top Charts to view the current best-sellers or Top Authors to search for books by author (Fig 2).

You can also search the store using the search facility in the top-right of the screen. If you have another iOS device and you buy a book from the iBooks Store on it, you can download the book onto your iPad at no extra cost. Just go to the Purchased tab at the



Fig 1 (above) All of your downloaded books will be displayed in your library

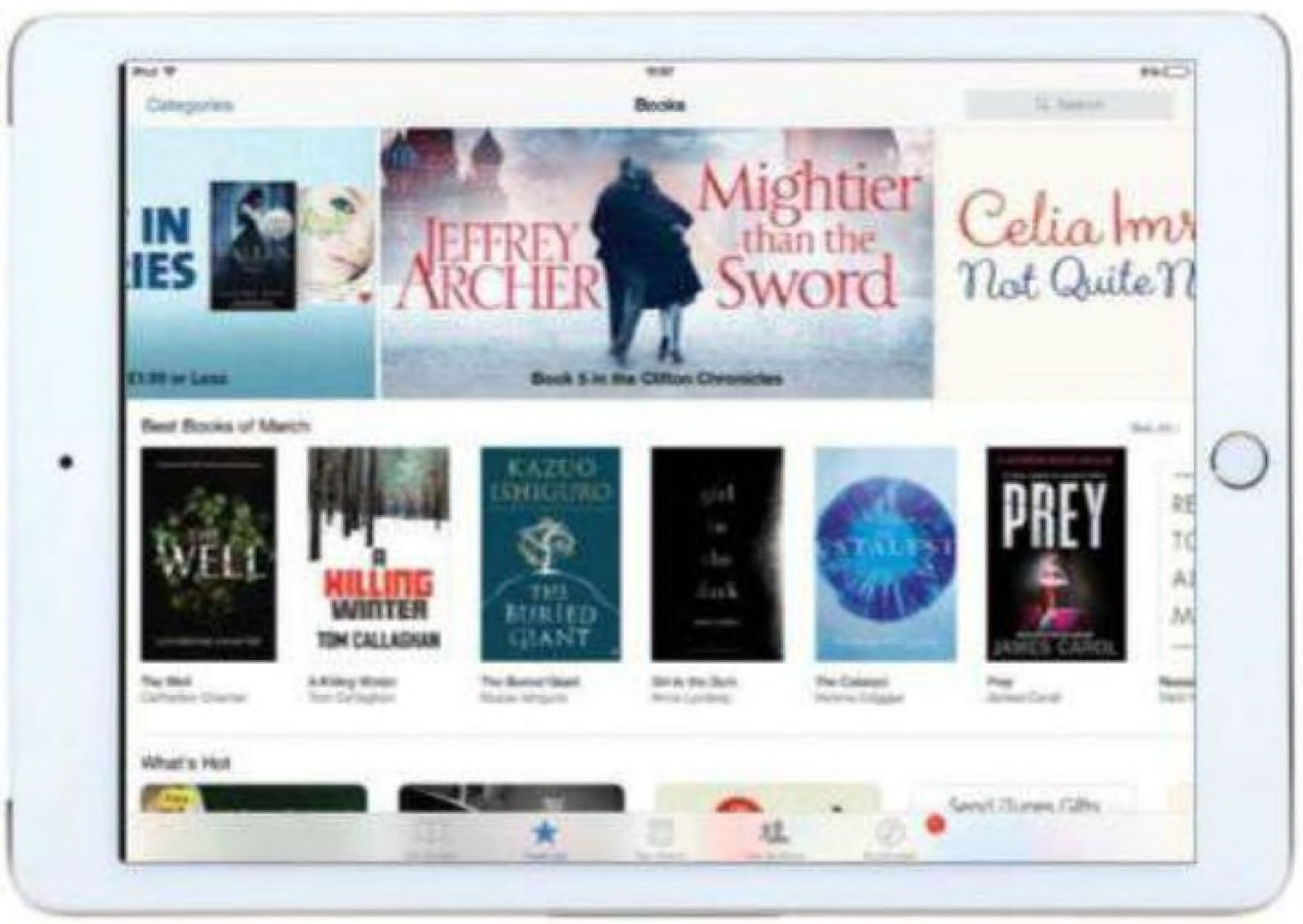


Fig 2 (right) The iBooks Store is packed with all kinds of books and you will be spoilt for choice

bottom of the screen to view all of your past purchases and tap on the 'Not on this iPad' section to view all of the books that you have bought in the past that aren't currently on your iPad.



Sample or buy a book

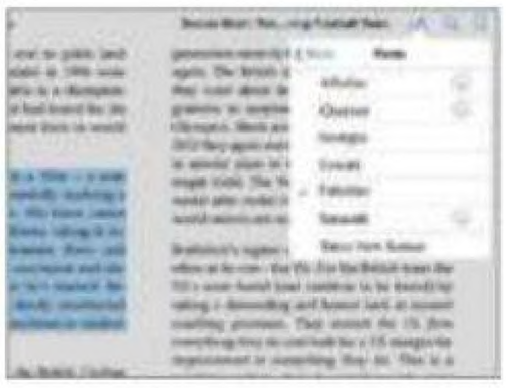
To buy a book, search for the one you want and then tap it. An information window will appear showing the book description, ratings, reviews and any related books. Standard book information is also shown.

As well as being able to share the information via Mail, Twitter and Facebook, you have two further choices: to sample the book or to buy it outright. Downloading a small sample will let you 'try before you buy', but if you tap the price to buy, your Apple ID or fingerprint will be requested before the whole book is downloaded to your iPad.

Navigate an ebook

When you are in your iBooks Library, simply tap on a book you want to read and it will open. By flicking your fingers left and right you are able to go back and forth between the pages. You will also see a scroll bar at the bottom of the screen. This lets you jump directly to a page, the number of which will be displayed below.

At the top of the screen, you will see more options. These include the ability to go back to your Library or select one of the book's chapters. You can adjust the text size, brightness of the screen, font style and themes such as Night mode or Scroll to suit your preferences. Tap on the magnifying glass icon and you can search for certain words and phrases but, handily, using the right-most icon, you can bookmark pages too.



You can change the font of any book you read by tapping the font icon in the top-right

Activate Night mode



1 Find a book
Open a book you want to read at night and tap the font option.



2 Select Theme
Select the Theme option on the box underneath the font button.



3 Select Night
Tap on Night and you will notice that the screen goes dark.



4 White on black
The effect is white text on black. To go back tap Normal.

iBooks

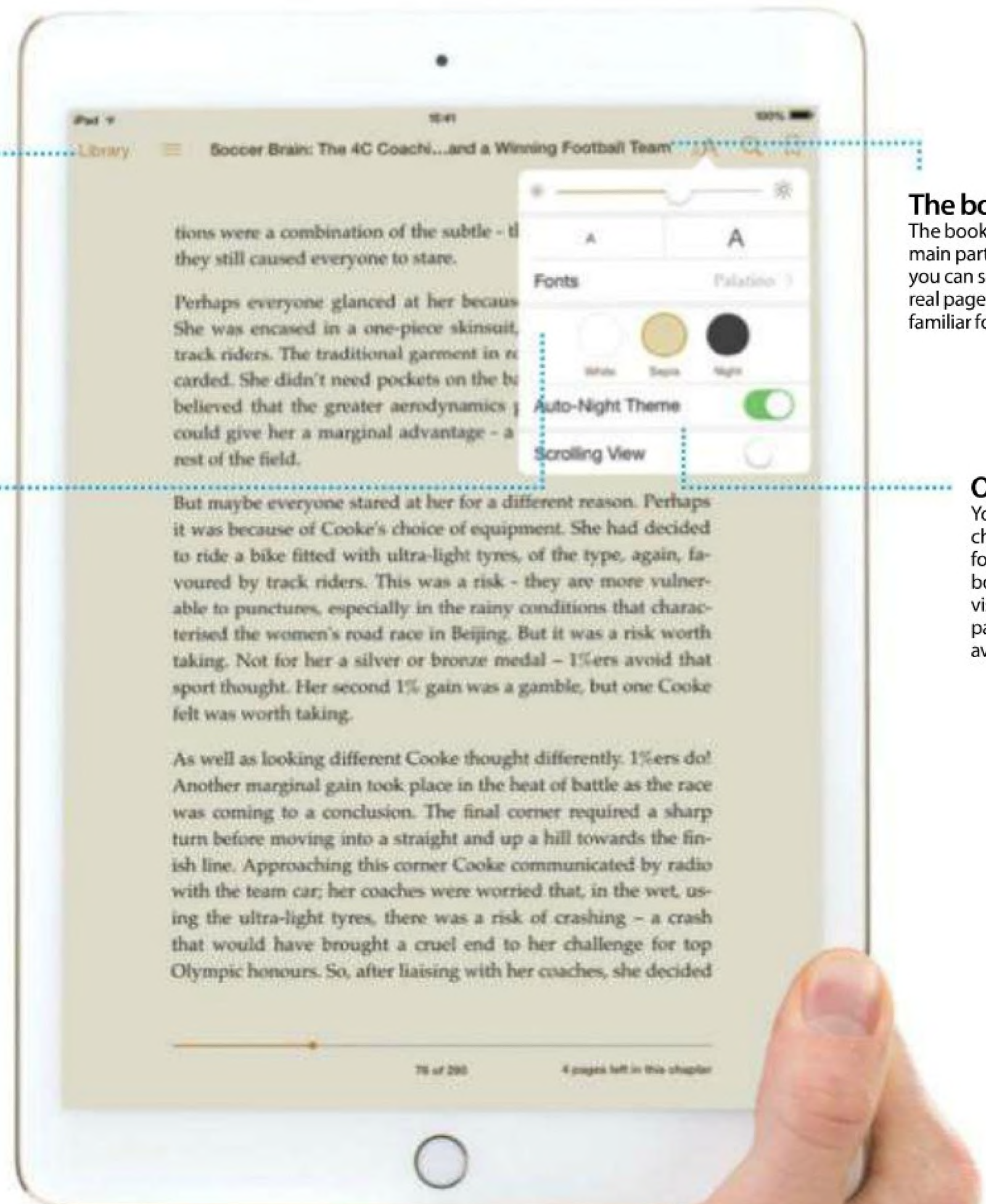


Fig 3 You can save and view PDFs and ePub attachments in iBooks

Read attachments from Mail

When you receive an email with a PDF or ePub attachment, it's possible to send it to iBooks for storage and to read. Simply tap on the PDF in the Mail app and it will open up for you to read through. Tap on the document to download it, and you will be presented with more options for what to do with the file (Fig 3). As well as being able to send it to someone via Mail or print it, you will also be able to open your PDF in iBooks. Tap on this option and the iBooks app will activate automatically.

Your PDF or ePub file will then be displayed in iBooks and become part of your iBooks library. This allows you to search through it, send it by email, print, produce notes and keep it safe for future reference.



Library
At the top of the screen, you can go back to your library or, if you have a sample, buy the whole book to read

The book
The book appears in the main part of the screen. As you can see, it looks like a real page of a book with familiar formatting

Themes
Normal is what you see here, Sepia adds a classic hue, and Night features white text on a black background

Options bar
You can also change the font, search and bookmark. Night vision and full page modes are available too



To remove a highlight, select the word or phrase and use the trash can icon to delete

To find PDFs in iBooks, tap on the Collections button at the top of the screen and select PDFs. A list of PDFs on your iPad will show together with a thumbnail of the file.

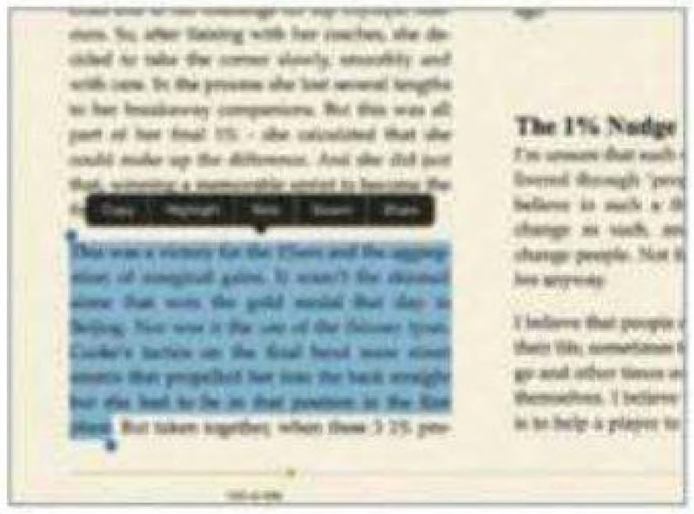
Annotate and make notes

You can annotate and make notes on an iBook. This is great if you are reading a textbook or educational paper, for instance, as you will be able to highlight certain parts of it and make references which will undoubtedly be a big help with your work and future revision. But even when you're reading for pleasure, whenever you need this facility it will be there.

Accessing it is easy and is simply a case of highlighting a word by pressing on it and then using the blue circles to expand the phrase. A selection of options appears on the screen and you can make your choice. Any notes and annotations you make are automatically saved to the book so that you can keep coming back to it for reference without worrying that they have disappeared.

As well as the ability to annotate and make notes, you can also search the text for identical words or phrases which may help you with further comments.

How to take notes



1 Select
Tap, hold and drag on a word or phrase. Then select Highlight or Note.



2 Make notes
Now use the keyboard to write a comment on your selected passage.

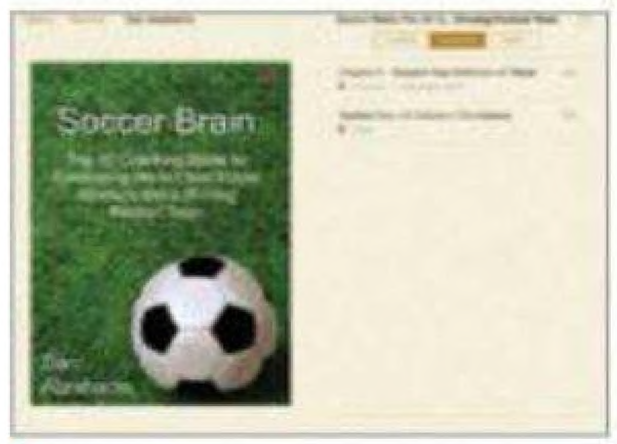
Add a bookmark



1 Find a page
To bookmark a page, first tap the icon in the top right.



2 Red bookmark
A red bookmark symbol will mark your page and remain there.



3 View bookmarks
To see bookmarks, tap the chapter button for a list.



4 Remove bookmark
Tap on the red marker and the bookmark will disappear.

Podcasts

Discover, download and play top-quality audio and visual entertainment on your iPad

You'll use it to...

Shop for new podcasts
Browse the iTunes store for new downloads

Listen to podcasts
Play your content through a simple interface

Create playlists
Line up your favourite podcasts to listen to

Find out what's hot
Explore at the charts to see what's popular

Find video podcasts
Discover content to watch and listen to

Search for podcasts
Use keywords to find the podcasts you're looking for

Listen to and watch podcasts

Once an optional download from the App Store, with iOS 8 the Podcasts app became part of the operating system. The app directs you straight to the podcasts wing of the iTunes Store, where you can start searching for quality audio and video podcasts to download and enjoy anywhere (Fig 1).

Navigate the app

Tap on the Podcasts icon to enter the app. Once inside, you can browse content easily via the section icons at the bottom of the screen (Fig 2). The first section, My Podcasts, is reserved for all of your downloaded content, while the Featured and Top Charts sections take you to the iTunes Store to see the latest and greatest podcasts on offer. The Search option lets you enter keywords to help you find content, which is ideal if you've heard about something cool you want to see – or listen to – for yourself.



Fig 1 (above) Play all of the podcasts you have downloaded through a simple and accessible interface



Fig 2 (right) Browse the iTunes Store for thousands of professional podcasts to suit all interests and tastes



Download content

Tap on the 'Featured' section to start off with and the main page will display all the latest podcasts. Use the tabs at the top of the screen to differentiate between Audio and Video podcasts, then scroll down the page to see various flagged up content and collections that may be of interest.

When you come across a podcast you would like to download, tap on its name to bring up the main info screen. Tap Subscribe. You will notice that a 'Downloads' section will appear at the bottom of the screen – tap on this to view the download progress of your selected podcast. Bear in mind that this only downloads the latest edition of the podcast, so if it is part of a series, you will need to download previous episodes individually from the main info page by tapping on the cloud icon next to an episode. Once the download is complete, go to the 'My Podcasts' section to see your recent addition.

Create your own stations

The section at the bottom of the screen, My Stations, is where you go to create your own podcasts playlists. Tap on the '+' icon to create a new station and give it a name. Now simply select the podcasts you would like to add to the playlist (or move the slider to include all of your downloaded podcasts). You will now be able to sit back and enjoy one podcast after another in sequence.

When playing podcasts, a simple set of controls lets you play/pause your content, skip forwards or backwards, set a sleep timer and share the podcast with other people. As you will soon discover, the Podcasts app is a great way to beam top-quality entertainment directly to your ears.



To create a podcast, scroll down to the 'Making a Podcast' link in the 'Featured' section

Download a podcast



1 Find a podcast
Find a podcast in the iTunes Store and tap to see its info page.



2 Hit Subscribe
Tap Subscribe to download the latest episode.



3 Check progress
Tap on Downloads to check the download progress.



4 Get ready to play
Your download will now appear in My Podcasts. Tap on it to play.

iCloud Drive

The easy way to store all of your presentations, spreadsheets, PDFs, images and other documents and access them anywhere

You'll use it to…

Back up files
Keep all of your prized documents safely stored in one place

Transfer files
Open files in other apps beyond the native ones that created them

Shift files between devices
Moves files between devices with iOS 8 or 9 and Macs running Yosemite or later

Work remotely
Continue working on your office presentation while you commute

Collaborate
Share and collaborate on documents with your work colleagues

Save instantly
Any changes you make to documents will be reflected on all devices



Fig 1 (above) When you choose to upgrade to iCloud Drive the process may take a few minutes

Fig 2 (right) Go to your iCloud Drive Settings to enable apps to use the service

Freedom to work

What the iCloud Drive brings to the iPad is a robust and reliable cloud storage service that enables you to store all of your documents, presentations, spreadsheets, PDFs, images and more. Then you can access them whenever you need them from any of your iOS devices or even your PC. It's very much like other cloud computing services such as Dropbox and Google Drive, but it's built into the very fabric of your device's operating system, making it incredibly easy to use. To get started using the service, open the Settings app, select the iCloud section and scroll down the list of enabled services. Tap on iCloud Drive and then choose the 'Upgrade to iCloud Drive' option (Fig 1).



Transferring files

To upload files to iCloud, simply drag them into the iCloud Drive on your Mac (running OS X El Capitan or later) or PC (running Windows 7 or later). Alternatively, create a new document using an iCloud-enabled app on your iPad (such as the Pages, Numbers or Keynote apps) which will be auto-uploaded to your iCloud account

and retrievable on the other systems. Using iCloud means that you'll always have access to the latest version of all your documents from any device because all changes are synced automatically. So if you start creating a document on your Mac at work, you can make the final edits at home later on your iPad – and all of the changes you make will be automatically saved and reflected on all of your devices. To enable apps, launch your Settings app, tap on 'iCloud', then 'iCloud Drive' and move the app sliders to 'On' (Fig 2).



Transferring files

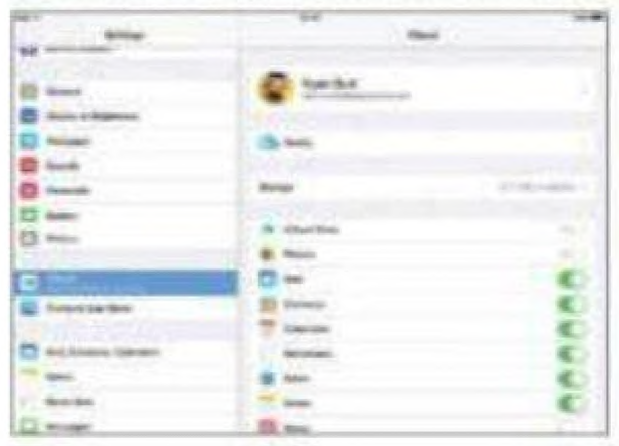
With iCloud Drive, all of your files are made accessible outside the confines of the app that created them. So when you tap to open a file on your iPad and choose your iCloud Drive account as your source, instead of just seeing the files associated with the app in question, you will see a document picker with folders representing all of the apps on your device. That's the theory anyway, the proviso is that the developers of the respective apps must make these folders public, which should be done via regular software updates. So make sure you check the App Store to see if the app whose files you wish to access has an update pending. Tap on one of the folders and you will see the files contained in that app. Tap on one of those files and you will be able to import the file into the app, within reason.

Once you have access to an external file, that file will remain accessible to the current app and to you. As well as opening files, iCloud Drive can also be used to import them instead. For example, if you wanted to bring slides from one Keynote presentation into another, the file with the additional slides could be imported instead of opened.



You can view your iCloud Drive as a list by swiping down and then tapping the icon in the top-right

Enable the iCloud Drive app



1 Go to Settings
In the Settings app, select iCloud, then tap on iCloud Drive.



2 Show on Home screen
Enable the 'Show on Home Screen' option.



3 Access your Drive
Your iCloud Drive will now appear as an app on your Home screen.



4 Organise your Drive
You can now view, organise and manage your iCloud Drive files.

iMovie

Create movies and trailers using iMovie's superb range of editing facilities

You'll use it to...

Create movies
Build a great movie by adding videos, photos and audio

Make trailers
Hollywood-style film trailers can be made from simple templates

Apply themes
Select a theme and customise how the finished video will look

Apply special effects
Insert transitions between video clips

Precision editing
Learn how to edit the clips and audio with a fine degree of control

Export movies
Save movie projects to the Camera Roll or share online



Fig 1 (above) Ready-made video project templates make it easy to produce high-quality movies

Fig 2 (right) Detach an audio track from a video, add another and then fade it in

Create and edit films

Making movies has never been so easy, and iMovie is a fantastic app that makes the process lots of fun. It enables you to browse and select the videos you wish to include, add photos and music, before it goes on to output a movie that looks like it was professionally made (Fig 1).

Essential features

iMovie is as intuitive as the rest of iOS 10, but that isn't all there is to this great app. Among the features is an excellent video browser. Select 'Videos' at the top to see film strips showing all the clips on your device. Tap one and a larger video window appears with tortoise and hare icons on the left. Tapping these plays the video at half or double speed, which is really useful. A heart button enables you to add it to your favourites. The 'Share' button, meanwhile, enables you to share the final draft through social networking sites, Mail and Messages – right from the browser.



There are great audio capabilities, such as the ability to detach audio from the video in the timeline, trim, split and reposition music and sound effects, and adjustable audio fade-in and fade-out. Tap a video clip, select Audio at the bottom and use Detach and Fade (Fig 2).



Make a movie with trailers

Select 'Projects' at the top, tap the '+' icon and you have a choice of creating a movie or trailer. The latter is a different way to show off your movie and it creates one that looks like a Hollywood trailer. You add the best scenes from your videos, enter the titles and captions, and it builds the trailer from them. Press 'Play' under a trailer to preview it.

Add titles and transitions

Transitions between scenes can give your movie a unique look – and they are fun to use. Create a movie project, tap 'Videos' at the top and add two clips. Where one changes to another is a gap with an icon in the middle. Press it and at the bottom are transition buttons. Tap one then press the time on the right to set the duration. To add a title to a clip, tap it in the timeline, press 'Title' at the bottom and choose Opening, Middle or Closing to set the position, then enter the text to be displayed.

Use iMovie themes

To make video editing easier and to help you create professional-looking results, iMovie includes a collection of top-quality themes to get you started. They consist of a collection of co-ordinated screen



When creating a trailer, you need to tap the text in the storyboard to edit titles

Import footage



1 Shoot it
Use the Camera app to shoot and record new video footage.



2 Video libraries
Tap 'Video' in iMovie and different sources of clips are displayed.



3 Import clips
Tap on a movie, highlight the tick icon and press Create Movie.



4 Use AirDrop
Pull up Control Centre and enable AirDrop, then send a video.

iMovie



Fig 3 The theme you choose determines how titles and transitions as shown

titles, a set of transitions, and matching music that all fits together neatly (Fig 3). Go to the 'Projects' screen and tap the '+' button to create a new one, then select the 'Movie' option rather than Trailers. Theme thumbnails are displayed at the bottom and you can swipe left and right to browse them. A large image of the currently selected theme is displayed and the 'Play' button below can be used to preview what the theme will look like.

Choose the Simple theme, Playful, Neon or whatever is appropriate. No matter which theme you choose, you can change it from within the project at any time. On the edit screen, press the Settings button in the bottom-right corner to display the themes panel and then select a different thumbnail. You can also customise

Recording
Press the camera or microphone icons to input video or audio directly into the project editor

Titles
Tap a video to select it and press 'Titles' to add text. The 'T' icon indicates this clip has titles

Settings
Tap this icon to view the theme panel. Change themes, turn music on or off and more

Libraries
Select Video, Photos or Audio to browse for items to add to the video project timeline



If you can't see the audio track, tap on the audio button, represented by a wiggly line icon

other options, such as whether to have theme music, whether the movie should fade in or out from black.

Precision Editor

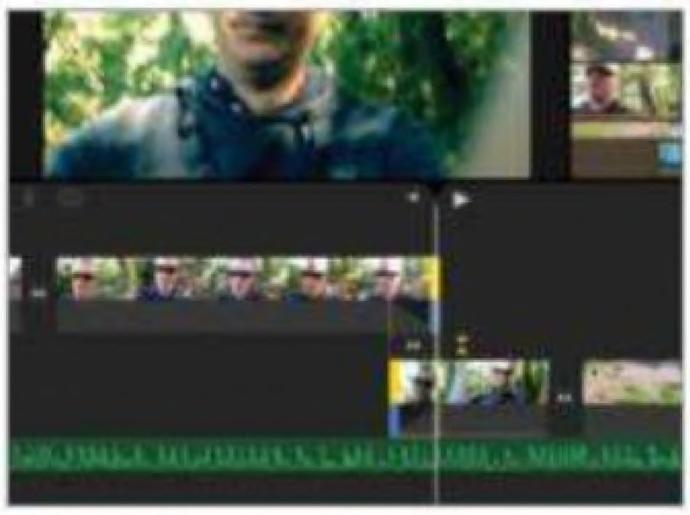
After adding two or more videos to the timeline at the bottom of the screen, there are two tasks you might want to perform. One is to trim the start and end of a video clip and the other is to set exactly how they are to transition from one to the other. For this you need the Precision Editor. Select a video clip in the timeline and there are yellow bars at each end. Press and drag these bars to adjust the point at which a clip starts and the point it ends at.

Press the icon between two video clips to display the transition options and a double-headed arrow appears. Tap this to use the Precision Editor. The two clips are displayed one on top of the other. Drag the yellow bars to choose where to end and start the transition from one clip to another. There is also a blue bar on the outgoing clip and this enables you to adjust when the sound cuts off. A common video-editing technique is to switch to the next scene's audio before the video and this is what it's for. When you've finished making the fine adjustments, tap 'Done'.

Edit clips



1 Trim it
Tap a video and drag the yellow bars to adjust the start/end.



2 Transition details
Tap a transition, then the arrow to make fine start/end adjustments.

Export your movie



1 The project
Select a project or go to Theatre, wherever there's a 'Share' button.



2 Save video
These are many ways to export a video project. Press 'Save Video'.



3 Resolution options
Select an export resolution and then save to Camera Roll.



4 Export online
Select an option such as YouTube to export online.



GarageBand

GarageBand is a recording studio in your pocket with the ability to recreate instruments perfectly

You'll use it to...

Remember new tunes
If you suddenly think of a new tune or chord you can capture it immediately

Play new instruments
Play any instrument from a vast number of offerings

Use your own equipment
Attach your own instruments to play and record them instantly

Keep in sync
A great way to manage your songs automatically using iCloud

Mix and match
Mix many instruments and sounds into one multilayered song

Jam with friends
Play along with friends using wireless connections and make music together

Music made easy

GarageBand is capable of acting as a mini recording studio for all of your instruments. You can play many of the included instruments on the app or simply plug your own in for added realism. It comes standard as a native app on new iPads.

Create a song

Creating a song in GarageBand is as simple as doing so with real musical instruments. The interface is obvious enough to let anyone jump in and start straight away (Fig 1).

Begin by choosing an instrument from the many that are available via the Instruments icon in the top bar. Once you have decided what it is that you want to make music with, tap the red Record button at the top and simply start playing. You will hear a metronome in the background to help you keep time, and as soon as you are satisfied with what you've recorded you can press Stop at the top.



Fig 1 (above) GarageBand can help you achieve all of your musical aspirations with ease

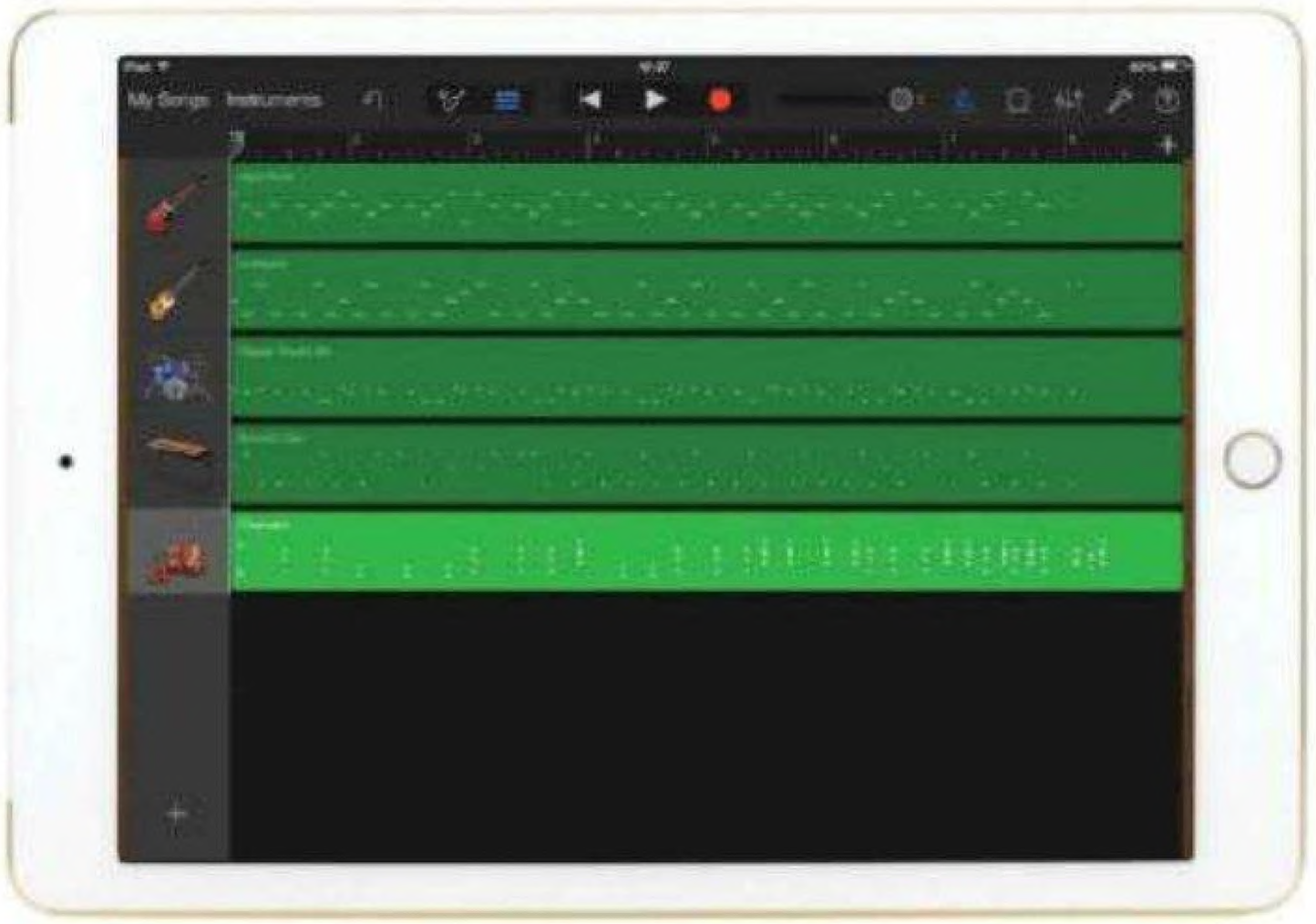


Fig 2 (right) You can layer several instrument tracks together to create a musical masterpiece

You can now play your track back to hear what it sounds like. It will be saved automatically, so you needn't worry about losing any of your musical masterpieces, and you can add further tracks (Fig 2).



Use Smart instruments

Smart instruments take the notion of music creation to a whole new level for those who do not have much experience when it comes to instruments and other musical things. They are designed to let you create pitch-perfect music simply by playing around. However, they also offer some educational bonuses to help you understand chords and the way music is put together.

Go to Instruments and swipe across until you see the Smart Strings, Smart Drums, Smart Guitar, Smart Bass and Smart Keyboard. Select one of the instruments, for example Guitar, and the standard instrument panel will fill the screen. You will notice that chord names are shown above the strings – simply tap one of the names and the chord will play as if you strummed it perfectly.

You can also tap each string in order to understand how the chord is made up. Tapping the Autoplay button at the top will let you automatically adjust the speed at which chords are played to add extra variety.

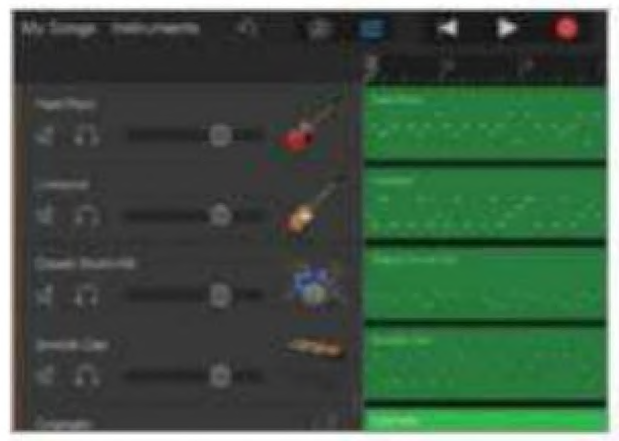
Start a Jam Session

Jam sessions are invaluable to real bands, and GarageBand fully caters for the interaction required when practising or laying down new tunes. The Jam Session feature is available by tapping the tool icon to enable multiple devices to hook up via Bluetooth so everyone has creative input in composing new songs.

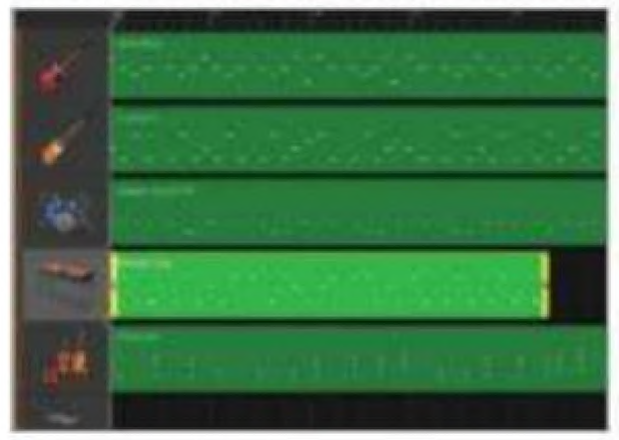


Choose Sampler from instruments to record a sound that will be played by the keyboard

Edit a track



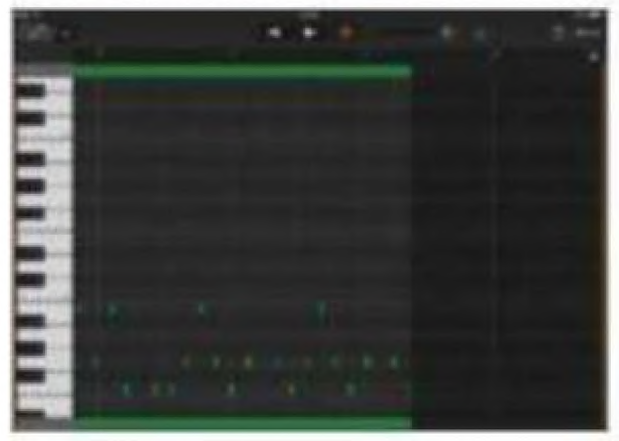
1 Tap and select a track
Tap on any track in Arrangement view to select it for editing.



2 Drag and trim it
Drag the handles at either end of the track to trim the start or end.



3 Extra options
Double-tapping a track will show extra options such as Cut or Split.



4 Open the piano roll editor
From these, tap Edit to open the advanced piano roll editor.



Pages

Create beautiful documents using Pages and share them with friends or work colleagues

You'll use it to...

Create text documents
Use this great word processor for perfect letters, CVs and more

Embed photos
Insert photos to illustrate documents, add charts and other objects

Use templates
Select a ready-made template and you won't be worrying about design

Share documents
Choose how to share documents – as files or online using links

Export documents
Use the excellent export facilities – write a book and read it in iBooks

Use AirDrop
Send the finished documents to nearby people using AirDrop



Fig 1 (above) Word processing in Pages is straightforward and it has lots of very useful features

Fig 2 (right) Pages has a clean design and features like comments

A portable word processor

Pages is a great word processor at heart. Whether you want to write a letter, report or book, you'll find that this app is perfect for the task. It features spell checking on the fly so you can instantly see misspelt words, plus documents are auto-saved (Fig 1).

Handy features in Pages

Creating attractive and professional-looking documents in the Pages app is easy. There are lots of fantastic templates that you can use as a starting point for your own documents and you just replace the text and images with your own. A formatting toolbar just above the keyboard puts all your most-used controls just where you need them and formatting text is easier than ever.

Comments can be stored within documents and this is especially useful if you use the updated iCloud facilities (Fig 2). Share a link to a Pages document with someone and they can view and edit it with you. This is great for collaborating on documents and reports with



friends or work colleagues. Pages isn't just for plain text, and charts can easily be inserted and there are now a number of animated ones that make documents interactive. There are excellent sharing facilities too.



Create documents and work with templates

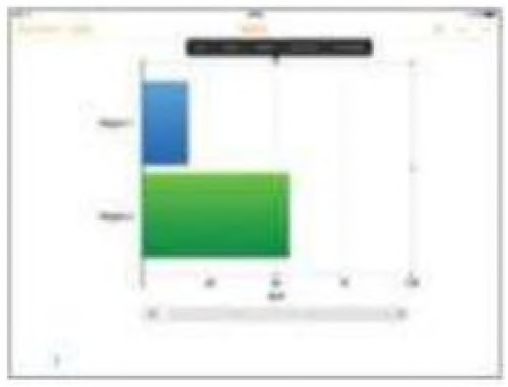
There are dozens of superb templates to choose from when you want to create a new document, and they are organised into categories like reports, letters, flyers and posters, newsletters and so on. From the home screen, press the '+' button and select 'Create Document' to see them. Select a template and when it opens, just replace the text and images with your own.

Use with AirPrint

Printing from Pages on your device is a straightforward process, provided that you have the right printer connected. If you have a model that supports Apple AirPrint – and an increasing number do these days – you can print any document with just a few taps. Open a document and press the '…' button in the top-right corner. Make sure the printer is switched on and then hit Print. If it says 'Select Printer', do just that and your device will search the Wi-Fi network for devices. You can then select it, set the number of copies to print and then hit Print.

Work with images

Pages isn't just for dull and lifeless text; you can bring excitement to a dry subject by simply inserting some relevant and interesting images. They make a world of difference and help to maintain the



If you add an interactive chart, tap on it and select the 'Edit Data' option to add your own data

Find and Replace



1 Tools menu
Tap the '…' icon and select 'Find' on the menu that drops down.



2 Find it
To find text, just enter it into the search box above the keyboard.



3 Turn on 'Find and Replace'
Now tap on the cog icon and choose 'Find and Replace'.



4 Replace words
Now type on words to replace the original selections.

reader's interest as well as illustrating points in the text. There are two ways of working with images and it depends on whether you are starting with a template or with a blank sheet of paper. Some templates – such as newsletters, flyers and posters – already contain images. These are just placeholders and the idea is that you replace them with your own images. Press the '+' button in the bottom-right corner to replace the image with one from your Camera Roll (Fig 3).

If you start with a blank sheet, or if you want to add more images to a template, press the '+' button at the top of the screen and select the picture tab icon. This will enable you to select photos from an album such as Camera Roll or your Photo Stream. The image is inserted, but it is rarely in the right place or the right size.



Fig 3 Use the menu at the top to insert objects like photos into documents

Special items
When typing or editing your body text, tap this to insert a comment, or column break

Format menu
The contents of the format menu reflects the object selected and is different for text, images and so on

Insert objects
This button is used to insert photos, tables, charts, text boxes, lines, arrows, curves and ready-made shapes

Tools
There are lots of options here, including password protection, tracking changes and document setup, such as margins





When Wi-Fi and Bluetooth are turned on, send the document to people via AirDrop

Press and drag the corners to resize it and press and drag the photo to position it on the page.

Share your documents

Documents created with Pages are not stuck on your device and they can easily be shared with your friends or work colleagues. They don't need to have the same device as you, they can use an iPad, iPhone, iPod touch, Mac or Windows PC to view your Pages document. It is even possible to share a document on the iCloud website and allow anyone with a web browser to view and edit it.

To start sharing Pages documents with other people, tap on the '…' icon in the top-right corner and choose the 'Collaborate With Others' option. You can then share the document via Message, Mail, Twitter, Facebook and more, copy and share a link to the document and, by tapping on 'Share Options', determine who can access the document and whether they can edit it or just view it. Sharing your documents is a handy way to connect and work alongside other people without actually being in the same room as you. And remember that you can also leave comments on documents for others to read and act on.

Share documents on Facebook

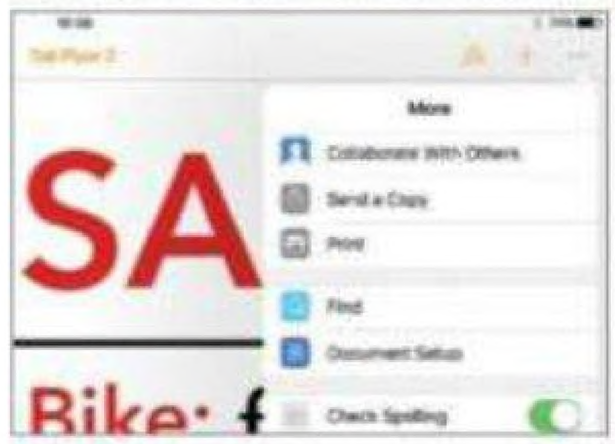


1 Choose a service
Tap the '…' icon, choose 'Collaborate With Others' and choose Facebook.



2 Add comments
You will then be able to send an invitation to share via Facebook.

Export documents



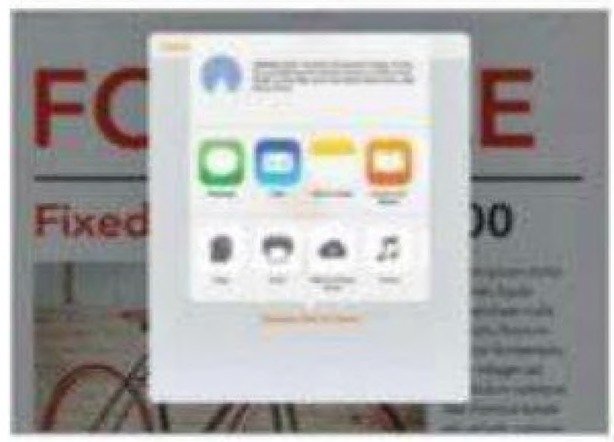
1 Sharing options
Tap on the '…' icon and then choose the 'Send a Copy' option.



2 Format options
Four different file formats are available. Choose one.



3 Additional information
Different options are presented for formats. Enter what's required.



4 Export options
As we've exported to PDF, there is an option to open it in iBooks.

Numbers

Build spreadsheets for fun or for work using the Apple Numbers app

You'll use it to...

Create spreadsheets
Enter numbers and text to create a working spreadsheet

Use tables
Store numeric and financial information

Use templates
Use ready-made spreadsheets for a wide range of purposes

Insert functions
Perform calculations on table data by inserting functions

Export spreadsheets
Convert spreadsheets into different file formats for exporting

Share them
Store your spreadsheets on iCloud and share links with others



Fig 1 (above) Numbers is designed to help you with financial planning and more

Fig 2 (right) A collection of attractive and easy-to-use templates are bundled with Numbers

Present figures in style

If you thought spreadsheets were just for company accounts, think again because Numbers is a great app with a wide range of uses at home, work and school. It stores data information, analyses it and presents it in clear and striking ways.

Features of Numbers

The latest version of Numbers has a look that is cleaner and simpler than previous versions. It is attractive and easy to use, yet remains a powerful tool for analysing numeric and financial data (Fig 1). Among the features is a collection of templates – there are 30 of them (Fig 2). They cover a wide range of uses, from the handy personal budget, savings and loan spreadsheets to company invoices, employee schedules and so on. There are fun templates too, like a running log, party and travel planners.

Numbers has new interactive charts that enable you to see different information by clicking easy-to-use buttons and controls.



iCloud integration has been improved and a common file format means that you can create and edit the same document on an iPad, iPhone, Mac or other computer. Sheets can be shared online and you just give the link to anyone that needs to view it or edit it.



Create a spreadsheet

From the home screen, tap the 'Create Spreadsheet' tile to begin. This displays all the templates; you can choose a blank one and create it from scratch, or select a template that is close to the subject you want.

Using tables

When using tables, you can simply edit your data into existing tables in templates or tap on the '+' icon at the top of the interface and choose to insert a new table (or chart, or shape, or image). New tables can be 2D, 3D or interactive and you can position them by pressing, holding and dragging them around the sheet. You can also resize them by tapping on the corners and scaling them down. Pick the style of table that best suits your data, tap on the table and choose 'Edit References' to select what is displayed.

Functions and formulas

Like all spreadsheets, Numbers is packed with hundreds of functions covering a wide range of topics, such as date and time, duration, engineering, financial, statistical, trigonometric and so on. Functions can tell you the average of a column of numbers, the future value of an investment given the starting amount, the number of years and the interest rate, and they can work out loan repayments. The possibilities are almost endless.



You can use the format menu to change the colours, header styles and so on

Create a chart



1 The table
Start with a table containing info in several rows and columns.



2 Chart types
Press the '+' then select between 2D, 3D or Interactive.



3 Add data
The chart prompts you to tap it to add data and then select cells.



4 Cell selection
Tap and drag the bottom-right corner over the cells to chart.



Keynote

Create slick slideshow presentations on your iPad and share them with others using the Keynote app

You'll use it to...

Create presentations
Use the collection of superb templates

Copy from Pages
Copy and paste information from other apps

Animate objects
Make slides interesting by adding effects and animations

Create notes
Jot down extra notes for use when presenting slideshows

Share presentations
Post slideshows by Mail, Messages and on social networks

Navigate slideshows
Learn secret taps and swipes for navigating your presentations



Fig 1 (above) Combine text and photos, add some animation and you've got an impressive presentation

Fig 2 (right) A new interface and exciting new themes make Keynote even better than ever

Create presentations

Keynote creates superb presentations – entertaining slideshows that can contain text, images, music, video clips, charts and animation. A presentation is created by tapping the tile on the home screen, then tap the plus button in the bottom-left corner to add slides.

Features in iOS 10

Keynote was designed to help your presentations stand out. It features iCloud Drive integration, the option to take photos and videos in-app, it features a new custom colour mixer on iPad, has been bolstered with new presenter display layouts, and it also supports third-party storage services and support for Handoff.

Presentations can also be opened, edited and viewed anywhere, making it easier when you are away from your computer and need to show or edit a slideshow on the go. Slideshows are easily shared and there are more ways than in previous versions. AirDrop enables



a presentation to be transferred between devices and computers, and by sharing a link, anyone can access it on the iCloud website. Whatever your slideshow requirement, Keynote is perfect.



Make a slideshow

Create a new presentation and the template opens in the editor. In the top-right corner is a Play button and tapping it plays the slideshow. As you build the presentation, tap the Play button to see the slideshow exactly as your audience will see it.

Navigate your presentation

Thumbnails of each slide in a presentation are shown on the left and tapping a slide opens it for editing or playing. Normally you would press the first slide and the press Play to start the slideshow, but you can jump to any slide and start from there. As a slideshow is playing, just tap the screen to advance to the next slide or swipe left to right to step back through. Pinching a running slideshow stops it and you can select a slide to jump to and press Play to restart.

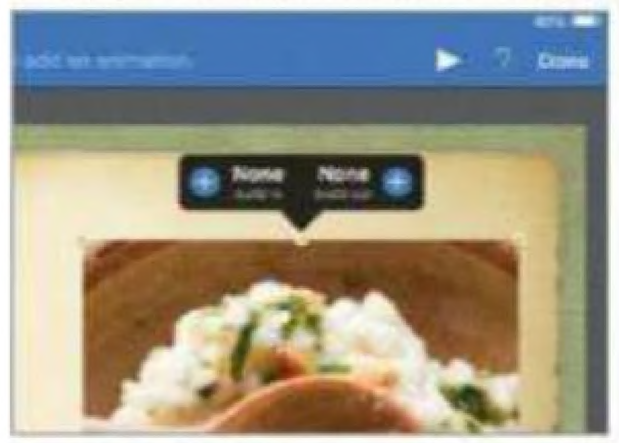
Presenter notes

If you have to talk to an audience while showing them a Keynote presentation, you might want to make notes to help you remember what to say and when. Each slide can have presenter notes attached that only you can see. Select a slide thumbnail in the left panel of the editor window and press the Tools icon at the top. Select Presenter Notes and a notepad and keyboard is displayed for you to create the selected slide's notes. Repeat this for all the slides and use the notes to remind yourself what to say.



Tap on the left to display slide thumbnails and you can then simply tap one to jump to it

Add animations



1 Animate
Tap an object and select Animate. Tap the left build in '+' button.



2 Build in
This animation occurs when the slide opens. Select an effect.



3 Options
The Options tab determines the animation duration and delay.



4 Orderly animations
With two or more animations, set the order by dragging them.



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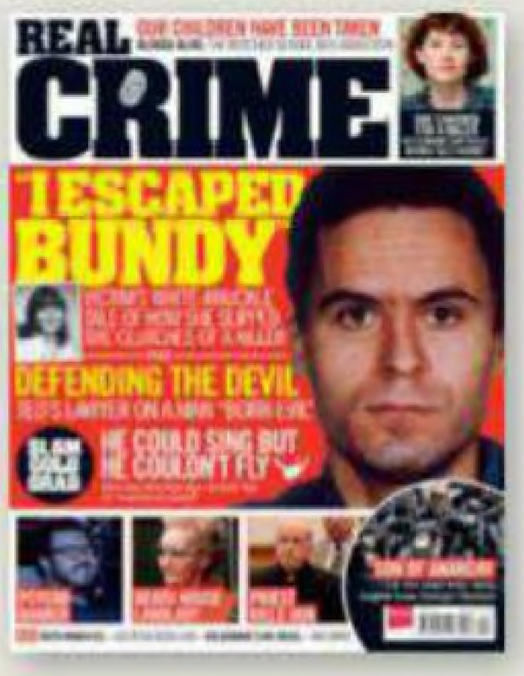












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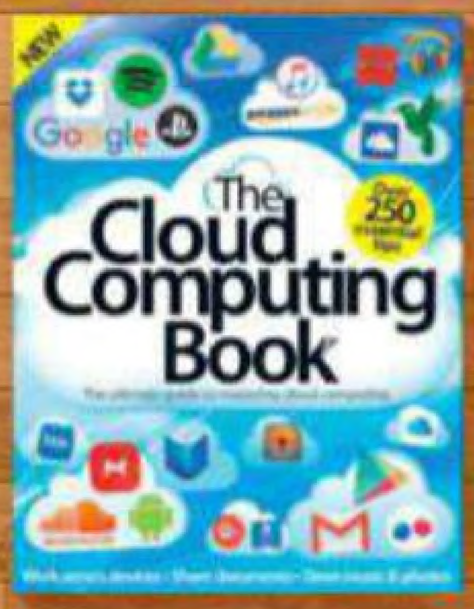
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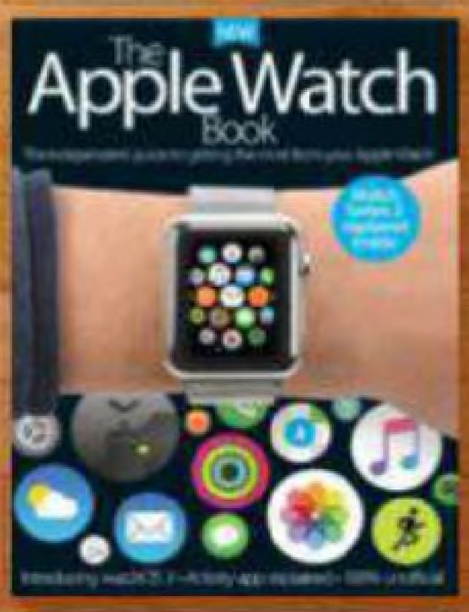




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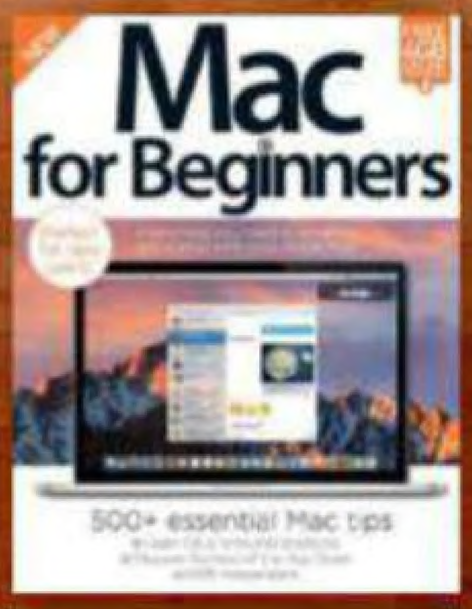
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